



**DAYANANDA SAGAR COLLEGE OF ARTS  
SCIENCE & COMMERCE**  
Affiliated to Bangalore University



Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore, Karnataka, India, Pin Code : 560111  
Phone : +91 8042161762 / 26661104 Fax: 26660789,  
Website : <https://dscasc.edu.in/>

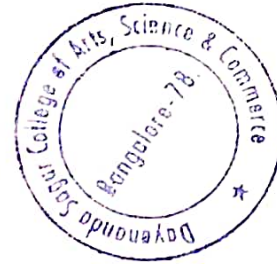
## **CRITERION V**



### **STUDENT SUPPORT & PROGRESSION**

#### **5.2: Student Progression**

#### **OFFER LETTERS**

**2022-23**



**Rinex** Joining Data  Inbox**Savitha K P** 28 Febto Arvind, suparnasuppi5, abhiramimur... 

Dear Students,

Congratulations for being selected by **Rinex**.

Kindly confirm the date of joining for **Rinex** for the post of Inside Sales Strategis  
<https://docs.google.com/spreadsheets/d/1pXmytdPwGZt2XR30DcGdHlcEguovVgOpinM5qoSpKxk/edit?usp=sharing>

Warm Regards,

Savitha K P


Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870

E-mail: [savithakp@dayanandasagar.edu](mailto:savithakp@dayanandasagar.edu)Website : [www.dayanandasagar.edu](http://www.dayanandasagar.edu) Reply Reply all Forward

Dear Harshitha M,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

**We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Dec 24, 2022 11:59 PM IST.**

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree\* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets( If applicable)
- Diploma Certificate( If applicable)
- Post-graduation Marksheets\* ( If applicable)
- Post-graduation Certificate\*( If applicable)

\*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

**Note the following points while completing the process :**

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Arnab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Arnab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com) in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

**University Hiring & Relations Team**

17 July 2023

**Akshay Kumar**

Dear Akshay,

**Sub:** Internship with CyRAACS

We are pleased to offer you Internship at CYRAAC SERVICES PRIVATE LIMITED so as to facilitate you to acquire requisite degree of proficiency, competency and work knowledge.

**Joining Date:** 19<sup>th</sup> July 2023

**Duration:** 6 months

**Location:** Bangalore

**Business Line:** Product Development

**Stipend:** INR 10,000 only per month

You will be reporting to **Mr. Murari Shanker** and will be briefed on your Project when you join.

Your current engagement is only in the capacity of an Intern and shall not be construed to be an employment. Moreover, the current training shall not entitle you to claim permanent employment with either CYRAAC SERVICES PRIVATE LIMITED or any of the customers you may be working with for a project. Based on your performance during this internship, you may be offered a position at CYRAAC Services Private Limited. You maybe required to relocate to Mumbai based on Project requirement.

During your internship with Company, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you will keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

Looking forward to having you with us, and hope your association with the Company will be successful and rewarding. If you have any questions, please contact do not hesitate to contact me.

Please indicate your acceptance of this offer by signing below.

Yours faithfully,

For **CYRAAC SERVICES PRIVATE LIMITED**



Murari Shanker

Co-Founder and CTO

Jul 18, 2023

### ACKNOWLEDGEMENT

I have read, understand and accept the internship on the terms and conditions herein and have signed without any undue influence, pressure or coercion from any side.

I am not relying on any representations made to me by anyone other than as set out above. I have submitted herewith the documents mentioned above.

**Candidate:** Akshay Kumar

Signature:   
Akshay Kumar (Jul 18, 2023 16:31 GMT+5.5)

Date **Jul 18, 2023**

### Annexure I - Documents for On-Boarding

Photocopy of the below documents along with the originals. The original copies are only for verification purposes.

#### Education documents

- SSC / Class X / Matriculation Mark sheet and Passing Certificate
- HSC / Class XII Mark sheet and Passing Certificate
- Degree / Diploma mark sheet (all Semesters) and Convocation Certificate (Graduation)
- Master's degree / Post-Graduation mark sheet (all Semesters) & Convocation Certificate

#### Personal Documents

- Photocopy of Passport
- Bank cheque leaf (Mandatory)
- Passport size colour photos - 4 No.
- Photocopy of Aadhar card and PAN Card / Photocopy of status document (if applied) (Mandatory)
- Soft Copy of Aadhar card and PAN Card (to be shared on email after joining)

#### Previous Employment Documents (Minimum Last 2 Companies if any)

- Appointment letter
- Relieving Letter & Service Certificate or Experience letter
- Last 3 months pay slips
- Latest 3 months bank statement of Salary credit
- Any promotion/increment letter



## Letter of Intent (LOI)

**Superset ID: 3495451**

**Date: November 25, 2022**

**Dear Mahantesh P Kurbet,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

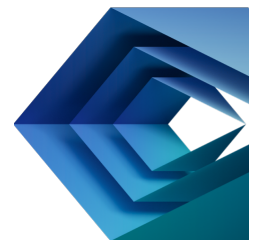
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





# PROMENA

## Internship Offer with PROMENA

Date: 24 Jun 2023

**Marzan G,**  
+91 9964878123

Dear Marzan,

I am delighted & excited to welcome you to PROMENA as an **React Developer Intern** at PROMENA we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with PROMENA.

Please find the following confirmation of specifics of your internship.  
Position Title: React Developer Intern  
Start Date: 26 June 2023

Your appointment will be governed by the terms & conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need.



Thanking you,



Vinal Balar



HR

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 **Office:** #1589/B 3rd floor, Aashvi complex, 100 feet ring road, Kadarenahalli park, Banashankari stage II, Bengaluru, Karnataka 560070  
 +91 99000 43908

 [contact@Promena.in](mailto:contact@Promena.in)  
 [www.Promena.in](http://www.Promena.in)

**Reg Office:** Promena LLP, #357, Vyalikaval HBCS, Vijaynagar, Bangalore -560 040



# PROMENA

## Internship Offer with PROMENA

Date: 24 Jun 2023

**Naveen N,**  
+91 9535304022

Dear Naveen,

I am delighted & excited to welcome you to PROMENA as an **Python Developer Intern** at PROMENA we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with PROMENA.

Please find the following confirmation of specifics of your internship.  
Position Title: Python Developer Intern  
Start Date: 26 June 2023

Your appointment will be governed by the terms & conditions presented in the **Annexure A**.



We look forward to you joining us. Please do not hesitate to call us for any information you may need.



Thanking you,

Vinal Balar



HR

 **Office:** #1589/B 3rd floor, Aashvi complex, 100 feet ring road, Kadarenahalli park, Banashankari stage II, Bengaluru, Karnataka 560070  
 +91 99000 43908

 [contact@Promena.in](mailto:contact@Promena.in)  
 [www.Promena.in](http://www.Promena.in)

**Reg Office:** Promena LLP, #357, Vyalikaval HBCS, Vijaynagar, Bangalore -560 040



## Letter of Intent (LOI)

**Superset ID: 3652045**

**Date: November 25, 2022**

**Dear Nishant B,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

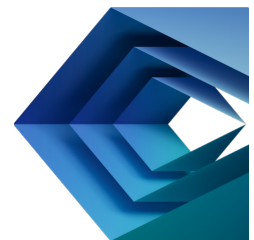
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Internship Offer with PROMENA

Date: 24 Jun 2023

**Pruthviraj PK,**  
+91 8217055819

Dear Pruthviraj,

I am delighted & excited to welcome you to PROMENA as an **Python Developer Intern** at PROMENA we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with PROMENA.

Please find the following confirmation of specifics of your internship.

Position Title: Python Developer Intern

Start Date: 26 June 2023

Your appointment will be governed by the terms & conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need.

Thanking you,

Vinal Balar



HR



**Office:** #1589/B 3rd floor, Aashvi complex, 100 feet ring road, Kadarenahalli park, Banashankari stage II, Bengaluru, Karnataka 560070

+91 99000 43908



contact@Promena.in



www.Promena.in

**Reg Office:** Promena LLP, #357, Vyalikaval HBCS, Vijaynagar, Bangalore -560 040

# PROMENA

## Internship Offer with PROMENA

Date: 24 Jun 2023

Sathwik VK,  
+91 9606437567

Dear Sathwik,

I am delighted & excited to welcome you to PROMENA as an **Python Developer Intern** at PROMENA we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with PROMENA.

Please find the following confirmation of specifics of your internship.  
Position Title: Python Developer Intern  
Start Date: 26 June 2023

Your appointment will be governed by the terms & conditions presented in the **Annexure A**.



We look forward to you joining us. Please do not hesitate to call us for any information you may need.



Thanking you,

Vinal Balar



HR

 **Office:** #1589/B 3rd floor, Aashvi complex, 100 feet ring road, Kadarenahalli park, Banashankari stage II, Bengaluru, Karnataka 560070  
 +91 99000 43908

 [contact@Promena.in](mailto:contact@Promena.in)  
 [www.Promena.in](http://www.Promena.in)

**Reg Office:** Promena LLP, #357, Vyalikaval HBCS, Vijaynagar, Bangalore -560 040



Capgemini Exceller 9/16/2022

to me ▾



Capgemini

GET THE  
FUTURE  
YOU WANT

Over 50 years of industry leadership

Most Ethical Company - 10th time in a row

We contribute to 11 of the UNs sustainable development goals

Capgemini Research Institute ranked #1

Our global client stories

Dear Shravani Ng,

Like every great story has a beginning, **Capgemini** has one too! The story of **Capgemini** started over **50 years** ago with one man and his single-minded vision. Read on to find out who we are

#### More Than 50 Years of Industry Leadership

Since our founding by the **late Serge Kampf** in an apartment in southeastern France, we have been continuously recognized for our ability to leverage technology to solve our clients business challenges. Today **Capgemini** has developed into a global leader and strategic partner to major companies around the world.

#### A Collective Focused on Helping You Get the Future You Want

We at **Capgemini**, are a collective of more than **352,000** free-thinkers, entrepreneurs, and industry experts that span more than **50 countries** and are united by our passion for technology. Together, we are a truly diverse team that brings together our expertise and experience to create opportunities that can transform the worlds leading businesses. We find new ways technology can help reimagine whats possible so our clients, our people, and our communities can get the future they want.

#### Our Purpose and Brand Promise

Our Group-wide shared **Purpose: Unleashing human energy through technology for an inclusive and sustainable future** and **Brand Promise - Get The Future You Want** act as our guiding light in fulfilling this commitment and impact all facets of our interaction with our clients, colleagues, and community.

#### Our Purpose



#### Our Brand Promise



#### A Culture Based On Values and Ethics

Our **Seven Core Capgemini Values** were chosen by our founder Serge Kampf and are at the heart of our culture and identity. From our approach to ethics to the way we interact with one another, **honesty, boldness, trust, freedom, team spirit, modesty, and fun** guide and inspire all we do. It has led to us being recognized as one of the **Worlds Most Ethical Companies** by the Ethisphere Institute **10 years in a row**.

Every day, we strive to operate in an exemplary manner and earn the trust of everyone we work with and the communities we serve.

**Come and join us to get the future you want** with **Capgemini** in India! Stay tuned for more such updates that we will be sharing with you in the coming weeks.

Regards,





**DAYANANDA SAGAR**  
**COLLEGE OF ENGINEERING**

**Dayananda Sagar College Of Engineering**  
Shavige Malleshwara hills, Kumaraswamy layout,  
Bangalore - 560 111  
www.dsce.edu.in

Receipt

**Bank of Baroda | Account No.74370100007399**

Student Name	: SUPRITH A	Receipt No.	: DSCE/22/00785
USN	: 1DS22MC102	Receipt Date	: 26-08-2022
Course	: MCA - MCA - VTU	Financial Year	: 2022-23
Admission	: MANAGEMENT -	Semester	: 1 (A.Y. 2022-23)
Quota	: Regular		

Particular	Amount (₹)	Pay. Mode	: POS
Tuition Fee	1,10,000	Reference	: 223834332869/2238
Examination Fee	3,780	No.	: 09017588
University Fee	7,970	Reference	: 26-08-2022
Mediclaime Insurance	526	Date	: -
Academic Fee	24,000	Bank	: -
Library Deposit (Refundable)	2,000		
	<b>Total</b>		
	<b>1,48,276</b>		

(INR: ONE LAKH FORTY EIGHT THOUSAND TWO HUNDRED SEVENTY SIX ONLY)

For, Dayananda Sagar College of Engineering



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 3484879**

## **Letter of Intent ("LOI")**

December 18, 2022

Dear Vrushab Sanjay Belgaonkar,

We are pleased to inform that your candidature has been shortlisted for the position of **Analyst/A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company). You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later. Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

- A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.
- B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.
- C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.
- D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.
- E Pre-onboarding training Program and Terms & Conditions of the LOI
  - 1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification process. As a part of this process all the personal, educational and professional (if

applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter ("**Offer**") based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

**Note 1:** Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii) on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

**Note 2:** After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further



training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

Should you have any query, please to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com) , please ensure you mention your name, registered email id, superset id and details of the query.

**For Capgemini Technology Services India Limited**

**Puneet Kumra**  
**Head - Fresher Hiring**

This is a computer-generated document. No signature is required. This document is containing confidential information.

## ANNEXURE 1

Vrushab Belgaonkar, Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000 (Rupees Four Lakh only)**. Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000 (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For Capgemini Technology Services India Limited**

**Puneet Kumra  
Head - Fresher Hiring**

### Acceptance

I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

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

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

## ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, marksheets upto 6th Semester
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof



Kushal Balaji &lt;kushalbalaji12@gmail.com&gt;

**Mphasis\_BPS\_Letter Of Intent!**

BPO Campushires <bpo.campushires@mphasis.com>  
To: "kushalbalaji12@gmail.com" <kushalbalaji12@gmail.com>

Wed, Jun 14, 2023 at 11:59 AM

Ref.No- MPH\_BPSNV\_2023\_0124

Dear Kushal Balaji V,

College Name: Dayananda Sagar Group of Institutions, Bengaluru

**LETTER OF INTENT**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Limited . The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **Trainee Transaction Processing Officer** in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 2,09,900(Two lakh Nine thousand Nine Hundred only) per annum.**
- As you are aware, in order to equip you with necessary skillsets required for delivering services/work, Mphasis would have to provide you training which involves substantial expenses and investment. Accordingly, you are required to sign the training agreement/bond for **INR 80,000/-(Rupees Eighty Thousand only) for 24 months from your date of joining.** You have to submit the training agreement to Mphasis on the day of joining.
- Kindly note that in the event you do not submit the duly signed training agreement/bond as stipulated above, Mphasis would be constrained to stop your training in which event Mphasis will not be in a position to employ you/continue your employment.
- You may be required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to assigned Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with cancellation of this Letter of Intent

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe Mphasis is unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open, and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment.
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your highest education (Under graduation/Graduation/Post graduation) and clearing backlog papers if any before joining Mphasis.

2. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

Your joining date will be communicated after you clear the above conditions.

**Important Note:**

It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2023 passing out candidates anytime between June 1, 2023 to February 28, 2024. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent shall stand revoked and terminated.

Below list of documents are mandatory during the onboarding process:

- a. PAN card
- b. Aadhaar card
- c. Passport
- d. All semester marks sheets and graduation certificate

We urge you to keep tab of mails which will be sent to your registered mail ID from Mphasis on a regular basis. We look forward to welcoming you to Mphasis at **Bengaluru**. Should you need any further information, write to [bpo.campushires@mphasis.com](mailto:bpo.campushires@mphasis.com)

**Thanks, and Regards**

**Mphasis – BPO Campus Team**

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# YOUKRAFT

17<sup>th</sup> October 2022

Ref: HR/YK21-22/IL-01

To,

The Principle,

Dayananda Sagar College of Engineering  
Shavige Malleshwara Hills,  
91st Main Rd, 1st Stage,  
Kumaraswamy Layout,  
Bengaluru, Karnataka 560078

Dear Sir/Madam,

**Subject: Internship of Ms. Abhigna Prabodh**

We, Youkraft Solutions Private Limited an e-commerce marketplace have recruited Ms. Abhigna for a part-time internship in our Company.

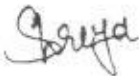
The internship is for a period of 3 months starting from 17<sup>th</sup> October 2022 until 31<sup>st</sup> January 2023.

Her Roles and Responsibilities during the internship are:

- Understanding Manual testing and Automation testing
- Creating test plans and test strategies
- Designing and documenting detailed test cases to cover all levels of tests
- Execute and stabilize scripts across browsers, fix failed test cases
- Using scripting language like Python or Java Script

Should you have any queries, please feel free to reach out to us.

For Youkraft Solutions Private Limited



Shreya Sipani

Sr. HR and Facilities Manager

CIN NO: U72900KA2019PTC129355

Youkraft Solutions Private Limited

No. 56, Timberyard Layout, Mysore Road, Bangalore 560026

Darshan.C : 2019SD7020



"Letter of Intent" - Indegene Limited :: Darshan :: 1242

1 message

Vinay K P <system@successfactors.com>

Reply-to: Vinay K P <vinay.prakash@indegene.com>

To: Darshan C <darshancc1980@gmail.com>

Cc: Golla Chandra Shekar <chandrashekar.golla@indegene.com>, Sanganagouda Biradar <sanganagouda.b@indegene.com>, Vinay K P <vinay.prakash@indegene.com>

Wed, Jan 4, 2023 at 09:40

Requisition ID # 1242

Resume ID # 11076

04 January 2023

To,  
Darshan C,  
18th Cross gopallapa layout, Lakkasandra, Bangalore -30

Dear Darshan,

Congratulations! We are pleased to inform that you have successfully completed the selection process conducted by Indegene Private Limited. At Indegene, success is the outcome of choice and expectations, more than a matter of circumstances and we are delighted that you have chosen us. We are confident that you will add value through your role and strengthen our values by living the Indegene culture credo. We look forward to a long-term relationship and wishing you all the success with us.

This letter is to confirm that we intend to offer you employment on the following terms and conditions:

- I. Your designation will be **Junior Web Developer** in the Career A1 Career Grade.
- II. Your Cost to Company (CTC) will be INR CTC **3,20,000**p.a. You will also be eligible for other benefits as governed by our compensation philosophy, details of which shall be shared with the offer letter.
- III. The offer letter will be shared with you subsequently and closer to your date of joining which will be notified at a later date.
- IV. Indegene shall have the sole discretion to withdraw this Letter of Intent without assigning any reason.

Kindly note that your appointment is subject to the satisfactory verification of your documents and details mentioned in your employment application form and/or any information furnished by you at the time of interview, in addition to the fulfilment of the eligibility criteria. We look forward to having a long and fruitful relationship with you at Indegene, wish you all the best!

Please acknowledge this letter of intent on the duplicate copy of the same in token of your acceptance.

With best wishes,



**Bina Patil**  
Vice President - Human Resources



# Mphasis Interview link - 27th March 2023

Inbox


**Savitha K P** Yesterday

to me, abhignaprabodh2... ▾



Dear Students,

Please find below the meeting link and follow the instructions.

Candidate Name	Contact Number	Email ID	College Name	Date	Time	Meeting Link
Kushal Sabji V	8860014485	kushu@calicut22@gmail.com	Dayananda Sagar Group of Institutions, Bangalore	27-Mar	12:00	<a href="#">Click here to join the meeting</a>
Abhigna Prabodh	7022895512	abhignaprabodh2364@gmail.com	Dayananda Sagar Group of Institutions, Bangalore	27-Mar	12:20	<a href="#">Click here to join the meeting</a>
Sarvam Sagar	8951209581	SarvamSagar526@gmail.com	Dayananda Sagar Group of Institutions, Bangalore	27-Mar	12:40	<a href="#">Click here to join the meeting</a>

## Below are the guidelines for the interview

- Candidates are expected to be in business formals.
- Candidates are requested to join the interview 5 minutes early to the start time.
- Candidates must join the link assigned to them only.
- Candidates must keep their videos on and be on mute when they join.
- Candidates are expected to have uninterrupted internet connection and are advised to make proper arrangements before the start of the session.
- Candidates must keep their Govt ID proof



13:38

🔔 📶 Vo LTE 4G+ 📶 85



# Quess Corp Limited Virtual Drive on 27th March 2023



Inbox



**Savitha K P** 3 days ago

to bharathkumar200110... ▾



Dear Students,

Quess Corp Limited Virtual Drive is scheduled on 27th March 2023. To ensure the smooth flow of the interview process, join the Whatsapp group before 3.00 PM, 25th March 2023. All the interview details will be shared in the whatsapp group. Stay active in the group until the process gets over.

Join Now: <https://chat.whatsapp.com/KD5Dz91HkGUBjEvvvYWGyZ>

Warm Regards,

Savitha K P

Placement Officer

Dayananda Sagar Institutions

Shavige Malleshwara Hills, Kumaraswamy Layout

Bangalore-560 078, India.

Mobile: 9880011870



99+





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**Mphasis\_BPS\_Letter Of Intent!**

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BPO Campushires &lt;bpo.campushires@mphasis.com&gt;

Fri, 19 May at 12:10 PM

To: abhignaprabodh2304@gmail.com &lt;abhignaprabodh2304@gmail.com&gt;

Ref.No-MPH\_BPSVP\_2023\_001

Dear **Abhigna Prabodh,**College Name: **Dayananda Sagar Group of Institutions, Bengaluru.****LETTER OF INTENT**

Greetings from Mphasis!!

Congratulations on clearing the preliminary interview. We would like to offer you a conditional position at Mphasis Limited . The details of the offer of the conditional position are enumerated below:

- You will be offered the position of **Trainee Customer Support Officer** in **Band 5, Level 1** with Mphasis. The gross compensation will be **INR 3,00,000 (Three Lakh Only) per annum.**
- As you are aware, in order to equip you with necessary skillsets required for delivering services/work, Mphasis would have to provide you training which involves substantial expenses and investment. Accordingly, you are required to sign the training agreement/bond for **INR 80,000/-(Rupees Eighty Thousand only) for 24 months from your date of joining.** You have to submit the training agreement to Mphasis on the day of joining.
- Kindly note that in the event you do not submit the duly signed training agreement/bond as stipulated above, Mphasis would be constrained to stop your training in which event Mphasis will not be in a position to employ you/continue your employment.
- You may be required to work in **any shift** as per business requirement.
- You are required to be flexible to relocate to assigned Mphasis location as per the business requirement. In case of any location constraints, we will not be able to take your candidature forward and will proceed with cancellation of this Letter of Intent

As you are currently in your final year of graduation and are gearing to start working, Mphasis can be the right place for you to build a long fruitful career. We believe Mphasis is unique in several ways, some of which are:

- Equal strengths in APPs, ITO and BPO
- Being a flat, open, and communicative organization
- Organization ethos that encourages, promotes and rewards empowerment.
- Flawless execution and leadership

Please note that this serves as a good-faith Letter of Intent. It is contingent upon you:

1. Successfully completing your highest education (Under graduation/Graduation/Post graduation) and clearing backlog papers if any before joining Mphasis.
2. Satisfactory completion of the background verification process that Mphasis will conduct at the time of your joining.

Your joining date will be communicated after you clear the above conditions.

**Important Note:**

It is made clear that the above is not an offer for employment at Mphasis and is subject to the recipient fulfilling the conditions specified in this letter of intent. Mphasis reserves the right to cancel or recall this letter of intent at any time without assigning any reason.

Mphasis intends to onboard 2023 passing out candidates anytime between June 1, 2023 to February 28, 2024. In the event you fail to respond to Mphasis within **15 days** of Mphasis's communicating the onboarding date, this Letter of Intent shall stand revoked and terminated.

Below list of documents are mandatory during the onboarding process:

- a. PAN card
- b. Aadhaar card
- c. Passport
- d. All semester marks sheets and graduation certificate

We urge you to keep tab of mails which will be sent to your registered mail ID from Mphasis on a regular basis. We look forward to welcoming you to Mphasis at **Bengaluru**. Should you need any further information, write to [bpo.campushires@mphasis.com](mailto:bpo.campushires@mphasis.com)

**Thanks, and Regards**

**Mphasis – BPO Campus Team**

Information Transmitted by this Email is Proprietary to Mphasis, its Associated Companies and/or its Customers and is Intended for use only by the Individual or Entity to which it is Addressed, and may contain Information that is Privileged, Confidential or Exempt from Disclosure under Applicable Law. If you are not the Intended Recipient or it appears that this Email has been Forwarded to you without proper Authority, you are Notified that any use or Dissemination of this Information in any manner is Strictly Prohibited. In such cases, please Notify us Immediately at [mailmaster@mphasis.com](mailto:mailmaster@mphasis.com) and delete this Email from your Records.



Abhigna Prabodh <abhignaprabodh2304@gmail.com>

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## Hexaware Technologies - Letter of Intent - Offer Acceptance - IMS - Campus 2023 Batch

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Hexaware Technologies Limited via Superset <notifications@joinsuperset.com>

Wed, 15 Mar at 9:59 AM

To: <abhignaprabodh2304@gmail.com>

Dear Abhigna Prabodh,

Greetings from Hexaware Technologies!

Congratulations! We are delighted to inform you that you are selected in our Infrastructure Management System (IMS) - Campus recruitment process - 2023:

Please treat this as a confirmation of the selection and note that this offer is subject to you strictly meeting the requisite eligibility criteria mentioned during registration for Hexaware Technologies - IMS Campus recruitment process.

[Go to Offer Page](#)

Or kindly follow the below steps to accept the offer:

Log in to your Superset account on [app.joinsuperset.com](http://app.joinsuperset.com)

Go to Job Profiles tab

Filter on Offered jobs or search the job profile you received an offer in

Click on the job profile name to navigate to job profile details

Click on Accept Offer

We advise you to keep the same contact details (Phone number and email id) active, as we will be doing all the communication to you on the details that we have registered as given by you during our process.

We wish you all the best and assure you of continuous engagement!

It is mandatory to confirm your acceptance of the offer by uploading the signed and scanned copy on Superset within 5 days.

Regards,

Hexaware Campus Team.





Dear Students,

## Quess Corp Limited Virtual Drive on 27<sup>th</sup> March 2023

All the shortlisted students are informed to attend the interview through the link given below.

Join the link 10 mins before the given time.

Attend the interview without fail.

All the best.

Please ensure students join 10 min before the interview starts and we need one person from your end as well in interview.

76	1DS19EE099	VARSHITHA G Y	varshithagy@gmail.com	9448050635	Achsha
77	20CQC41043	CHEETHANA .N	cheethanaraju4503@gmail.com	9535604933	Achsha
78	1DS19IM010	Dhanush S Reddy	dhanushreddy.5690@gmail.com	7349389669	Achsha
79	1DS18CV059	RAVI KIRAN M P	rayikiranmpk27@gmail.com	9449334700	Achsha
80	CMS20MA0008	DEEKSHA H	deekshahansh10@gmail.com	8296039719	Achsha
81	ENG19CS0260	Rohan kumar dev	rohansdev002@gmail.com	6203501724	Achsha
82	ENG19ME1008	KARTIK M TULAJI	kartiktulaj123@gmail.com	9110467584	Achsha
83	1DT20EC402	BHAVURAO H JADHAV	bhauraoan@gmail.com	9449505433	Achsha
84	196JD41086	RIYA SINGH	siqphriya19062005@gmail.com	6203362156	Achsha
85	CMS20BC0026	NIKITHA	nikitharamesh402@gmail.com	7892258680	Achsha
86	ENG19CS0199	NASEEBA BEGUM	naseebabegum99002@gmail.com	9880271474	Achsha
87	CMS19BC0045	Varun c	gowdavi@gmail.com	9035810654	Achsha
88	1DS20EE431	TARA	taradcm2659@gmail.com	7259832096	Achsha
89	20CQS87005	KB Adithya	adithyaadi1977@gmail.com	7676707953	Achsha
90	ENG19CS0064	SHARATH KUMAR N	bharathkumarbharath075@gmail.com	7619453258	Achsha

# YOUKRAFT

17<sup>th</sup> October 2022

Ref: HR/YK21-22/IL-01

To,

The Principle,

Dayananda Sagar College of Engineering  
Shavige Malleshwara Hills,  
91st Main Rd, 1st Stage,  
Kumaraswamy Layout,  
Bengaluru, Karnataka 560078

Dear Sir/Madam,

**Subject: Internship of Ms. Abhigna Prabodh**

We, Youkraft Solutions Private Limited an e-commerce marketplace have recruited Ms. Abhigna for a part-time internship in our Company.


The internship is for a period of 3 months starting from 17<sup>th</sup> October 2022 until 31<sup>st</sup> January 2023.

Her Roles and Responsibilities during the internship are:

- Understanding Manual testing and Automation testing
- Creating test plans and test strategies
- Designing and documenting detailed test cases to cover all levels of tests
- Execute and stabilize scripts across browsers, fix failed test cases
- Using scripting language like Python or Java Script

Should you have any queries, please feel free to reach out to us.

**For Youkraft Solutions Private Limited**



**Shreya Sipani**

**Sr. HR and Facilities Manager**

CIN NO: U72900KA2019PTC129355  
Youkraft Solutions Private Limited  
No. 56, Timberyard Layout, Mysore Road, Bangalore 560026

Date :15/06/2023

To  
K.B Adithya  
(Code: CAN555446)

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Associate**. Your services are being deputed to **Merck Specialities Pvt Ltd** at **BANGALORE** based on the following terms and conditions:

- Your employment will be valid from **11/07/2023 To 10/07/2024** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary CTC will be INR 330,840.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Mediclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

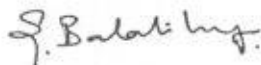
You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

# EdYoda

**Offer letter - Valid till 18-06-2023**

**16-06-2023**

**Adithya KB**

**Bangalore - 560037**

**India.**

**Dear Adithya ,**

On behalf of zekeLabs Technologies Private Limited ("zekeLabs"), I am pleased to offer you the position of **Business Development Associate (L1B)**. We believe your skills, aptitude, and interests are consistent with the opportunities for growth in the organization.

Our team is our biggest strength and we take pride in hiring the best and the brightest. We are confident that you will play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly meaningful experience at zekeLabs.

Your appointment and compensation will be governed by the terms and conditions presented in Annexures - A, B, and C. The structure of your compensation plan may be altered/changed from time to time in line with the compensation policy and practices of the organization.

Please sign the duplicate of this offer as your acceptance and forward the same to us.

Wishing you a long and fulfilling journey ahead.

*Kunal Kirange*

Kunal Kirange

**zekeLabs | EdYoda**

## Annexure - A

### COMPENSATION

The total CTC opportunity offered by the company is ₹ 4,39,000.00/- Please find the break-up details below.

Fixed Cash Components		
	Annual (INR)	Monthly (INR)
Basic Salary	₹ 150,000.00	₹ 12,500.00
House Rent Allowance	₹ 60,000.00	₹ 5,000.00
Conveyance Allowance	₹ 19,200.00	₹ 1,600.00
Telephone Allowance	₹ 12,000.00	₹ 1,000.00
Provident Fund	₹ 36,000.00	₹ 3,000.00
BYOD Allowance	₹ 18,000.00	₹ 1,500.00
Special/Fixed Allowance	₹ 4,800.00	₹ 400.00
<b>Total</b>	<b>₹ 3,00,000.00</b>	<b>₹ 25,000.00</b>
Bonus & additional Benefits(B)		
Fixed Long Term Contribution Bonus (LTCB)**	₹ 25,000.00	
Benefits/Perks ***	₹ 12,000.00	
Office Ammenities	₹ 12,000.00	
Variable Pay Component(s) (C)		
Performance Pay****	₹ 90,000.00	
<b>Total CTC Opportunity (A+B+C)</b>	<b>₹ 4,39,000.00</b>	



# EdYoda

*Check Annexure-C for more details on BYOD policy.*

*\*\*LTCB component is paid out biannually in tow parts in the ration 2:3 in the quarter ending September and March.*

*\*\*\*Deductible by the company includes refreshments and offsite events.*

*\*\*\*\*The Performance pay(PP) component is paid out quarterly on an individual performance basis. Please check below performance matrix for details. For any clarification Please contact with your reporting Leader.*

***You will be in the training period of three(3) months. During the training period, you will be paid INR 15,500.00 as compensation. You will be eligible for performance-based incentives during the training period.***

## **Performance Matrix**

You will be eligible for performance based allowance.

*Note- For any clarification, Please connect to your reporting Leader.*

## **Terms**

- The monthly/quarterly performance targets are shared by the 5th of the month/quarter (Connect with your reporting lead for more details).
- The performance payouts happen at the end of each quarter on net revenue realized and are credited to the monthly salary of the first month of the quarter.
- The ISA fee with no/zero upfront payments is calculated at INR 5,000.00 per registration for performance pay calculations. The ISA registration with a registration fee is calculated as the revenue contribution of the registration fee.
- Quarterly targets may be updated/revised based on company policies. The changes in performance pay structure will be shared as and when applicable.
- You will receive the salary, and all other benefits forming part of your remuneration package subject to, and after, Provident Fund (PF) deductions, company deductions, and deduction of tax at source in accordance with applicable laws.

  
**Hewlett Packard  
Enterprise**

**Hewlett Packard Enterprise GlobalSoft Private Limited**

No. 24, Salarpuria Arena  
Hosur Main Road, Adugodi  
Bengaluru – 560 030  
Karnataka  
India  
[www.hpe.com](http://www.hpe.com)

04/04/2023

Dear Chandana S D/o Shivaraju T L,

We are pleased to extend to you an offer of employment with Hewlett Packard Enterprise ("HPE" or the "Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks being conducted either by HPE or an appropriate third party **and the academics results (you must have successfully completed your Bachelor's degree in year 2023)**. The results of such background checks being favorable in HPE's reasonable opinion, and If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by HPE. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.


Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

We hope you choose to join Hewlett Packard Enterprise and look forward to hearing from you soon. Let's build the future together.

Thanking you

**Hewlett Packard Enterprise GlobalSoft Private Limited, No. 24, Salarpuria Arena, Hosur Main Road, Adugodi, Bengaluru – 560 030, Karnataka, India**

FOR Company

  
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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



04/04/2023

Chandana S  
# 375,5th cross,7th main,2nd Stage  
Bangalore India 560078

Dear Chandana S,

Welcome to Hewlett Packard Enterprise! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you at Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. of Hewlett Packard Enterprise ("HPE" or the "Company"). Your date of appointment is effective from your date of joining, which shall be on 28/08/2023.

Your appointment at Hewlett Packard Enterprise GlobalSoft Pvt. Ltd. is on the following terms and conditions:

**1 Remuneration (Mainstream employees only)**

Your annual total gross remuneration will be made up of the following components

**1.1 Basic Salary**

You will be eligible for a Basic Salary. The amount towards the basic salary is mentioned in Annexure (I) against "(A) Basic Salary".

**Variable Pay Bonus (VPB)**

In addition to your salary, you will be eligible to participate in one of the Company's variable pay plans (all of which are subject to modification from time to time), as determined by the Company's management. Variable pay bonuses are discretionary and based on business and individual results, therefore the fact that you may have received such a payment at any one time does not mean that you have any right to receive further payments in the future. Employees may participate in only one variable pay plan at a time.

**1.2. Allowances and Benefits Plan (ABP):**

You will be eligible to receive benefits under the Allowances and Benefits Plan of the Company and the maximum cost to Company in providing such benefits shall not exceed the amount as mentioned in

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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

  
**Hewlett Packard  
Enterprise**

Annexure (I) against "(B) Allowances and Benefits Plan". A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

**1.3. Provident Fund:**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund, as well as deduct an equivalent of 12% of your basic salary, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

**1.4. Gratuity:**

You will be eligible for Gratuity as defined under the payment of gratuity act and code on Social Security on implementation, which will be paid over and above the Base Salary.

**1.5 Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance as defined under Code on Social Security or applicable law, you will be eligible for coverage as per the said Act. Your share of contribution along with the Company's share of contribution will be remitted, as per the said Act.

**1.6. Leave**

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the Company policy.

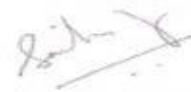
**1.7 Relocation Expenses**

In the event of you having to relocate to your place of posting, the Company may agree to reimburse your relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount, if paid, is fully recoverable in the event you leave the Company within 12 months from your date of joining the Company. Reimbursement of relocation expenses are at the sole discretion of the Company.

**2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT**

**2.1.**Your job classification detail is as listed below:

FOR Company

  
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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

  
**Hewlett Packard  
Enterprise**

Job Function: Service

Job Family: Customer Solution Center-Techn

Job Code & Job Title (Internal): 00S30D - Technical Solutions Rep IV

Job Level: Senior

Salary Grade: M11

**2.2. Work Place**

You are initially appointed to work in our office in Pune . You may be transferred or required to travel for business/training at the sole discretion of the Company. You will normally be required to work from 8 30 AM – 5 30 PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.

Your role is categorized as an Edge Worker pursuant to HPE's Global Edge-to Office program. By accepting this offer, you acknowledge your opportunity to request a copy of HPE's Global Edge Work Policy from your recruiter and confirm you have exercised that opportunity to the extent appropriate before accepting the offer. This policy and related resources will also be available to you in your required onboarding activities. Your role's categorization as an Edge Worker (rather than Office Worker) is subject to change by HPE at its sole discretion without prior notice (subject to any notice required under applicable law).

**2.3 Probation**

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

**2.4 Transfer**


Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

**2.5 Retirement**

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

**2.6 Notice for Separation/ Termination**

FOR Company

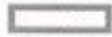
  
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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



# Hewlett Packard Enterprise

i. This offer of appointment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as "Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% ABP only.

The Company reserves the right not to require you to attend work or carry out your employment duties for all or part of the notice period.

In case of your material breach of the Offer letter and these Terms (together, Agreement), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon termination of your employment for whatever reason, you will immediately return to the Company all Company assets including books, documents, papers, materials, credit cards and other properties belonging to the Company which may be in your possession or under your power or control.

You will not at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company

### 2.7 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

### 2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the Company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

### 2.9 General Conditions

FOR Company

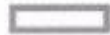
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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



## Hewlett Packard Enterprise

- 1) Your working hours, additional working hours (if any), weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers. You hereby provide your consent for the same.
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by Hewlett Packard Enterprise Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bengaluru shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.
- 7) You will be eligible for promotion /salary increases based on company & your performance goals as defined by the Company from time to time.
- 8) You will be eligible for Annual Health Check-up once in a year which will be communicated as per company policy.
- 9) A brief description of the roles and responsibilities has been shared with you separately as part of the hiring process. This applies to the current role only and is subject to change as per company policy.
- 10) Minimum wages provisions would apply as applicable.

Enclosed:

- a) Annexure (I) - Annualized Compensation & Benefit Statement
- b) Annexure (II) - Allowances and Benefit Plan

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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

  
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Enterprise**

c) ARCIPD

**Annualized Compensation & Benefits Statement – Annexure I**

*All figures are INR per annum*

(A) Basic Salary Rs 180,000.00  
(B) Allowances and Benefits Plan Rs 239,742.00  
IND - Provident Fund Rs 21,600.00  
IND - Gratuity @ 4.81% of Basic Rs 8,658.00  
IND - Differential Gratuity Plan Rs 0.00

*Company contribution to Gratuity @ 4.81% of basic salary under Payment of Gratuity Act or wages as defined under Code of Social Security on implementation.*

**Total Cost to Company 450,000.00**

**Annexure II**

**Allowances and Benefits Plan (ABP)**

Flexible Allowances and Benefits Plan:

1.a. Additional House Rent Allowance:

Up to 50% of Annual Basic can be allocated towards additional HRA

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord (OR)

1.b. Actual Rent paid towards Company Leased premises Supporting Documents: Lease Agreement

2. Children education allowance for maximum of 2 dependent children (Per child per month Rs.100) :  
Maximum Limit (per annum) - Rs.2,400

Supporting Documents: Declaration\*

3. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel):  
(Per child per month Rs.300)

Maximum Limit (per annum) - Rs.7,200 Supporting Documents- Declaration\*

4. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/  
restaurants during the course of the workday):

Maximum Limit (per annum): Rs. 26,400 Supporting Documents: As per program guidelines

FOR Company



Satesh A J Menezes

Senior Director – Human Resources

FOR Employee

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

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

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





## Hewlett Packard Enterprise

5. Advance Bonus/Exgratia - For those earning basic salary up to Rs.21, 000/-pm Advance Bonus is paid towards payment of bonus under the Payment of Bonus Act, 1965 and Code on Wages as and when it is implemented. Those having basic salary above Rs.21, 000/-pm this amount will be treated as exgratia.

6. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

7. Broadband and Telephone Reimbursement – Up to INR 24,000 per annum can be allocated.  
Supporting Documents: As per program guidelines

8. Please refer to the detailed policy documents available in the India benefits portal.

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

### Guidelines governing Allowances and Benefits Plan (ABP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme as defined under the Allowances and benefits plan and subject to available balance amounts under personal pay. The selection of benefits must be done in the Ceridian tool (Payroll vendor system).

2. The year for the purpose of this plan will be 1st April to 31st March.

3. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:

- a) 25% of the annual kitty in Q1
- b) 25% of the annual kitty in Q2 & balance of Q1, if any
- c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
- d) 25% of the annual kitty in Q4 & balance of Q1,Q2,Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 - April, May, June
- b) Q2 - July, August, September
- c) Q3 - October, November, December

FOR Company

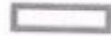
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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



# Hewlett Packard Enterprise

d) Q4 - January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the March salary and tax recovered appropriately.

4. In the event of separation of an employee from the services of the Company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.

5. The Company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.

6. Components / benefits offered as part of ABP are subject to change based on amendments to applicable tax laws / rules and Company policies.

### Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

#### Please note

1. Originals are required only for verification and will be returned back immediately
2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1. Relieving letter from previous employer:

Original required for verification - Yes

No of copies - Two

2. Letters supporting Employment viz., Offer letter, Service Certificate:

Original required for verification - Yes

No of copies - Two

3. Salary details of previous Employment:

Original required for verification - Yes

No of copies - Two

4. Education Certificates or Mark sheets with Provisional Certificates – 10th to Highest Degree:

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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



## Hewlett Packard Enterprise

Original required for verification - Yes  
No of copies - Two

5. Copy of PAN card/Application ID for PAN card applied:

Original required for verification - No  
No of copies - One

6. Age Proof – Copy of Aadhaar Card or Passport or Pan card or Driving license:

Original required for verification - No  
No of copies - One

7. Photo identity proof – Copy of PAN Card or Passport or Driving license:

Original required for verification - No  
No of copies - One

8. Address Proof to open bank account for salary credit – Copy of Rental Agreement or Driving license or Voter's ID

If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name:

Original required for verification - Yes  
No of copies - One

9. Four passport size color photographs.

Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy.

No other types of photographs would be accepted:  
Original required for verification - Yes  
No of copies - Four

10. NSR Registration Number:

Original required for verification - N/A  
No of copies - N/A

11. Note down your parents' dates of birth for nomination in PF, Gratuity:

Original required for verification - N/A

FOR Company

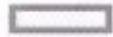
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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



# Hewlett Packard Enterprise

No of copies - N/A

## HPE Employee Letter of Assurance Agreement

U.S. Export Controls on Technology Transfer:


I acknowledge that during my work for Hewlett Packard Enterprise (HPE) I may, directly or indirectly, receive or access software and/or technical data which HPE has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

Armenia  
Azerbaijan  
Belarus  
Burma (Myanmar)  
Cambodia  
Cuba  
Georgia  
Hong Kong  
Iran  
Iraq  
Kazakhstan  
Kyrgyzstan  
Laos  
Libya  
Macao (Macau)  
Moldova  
Mongolia  
North Korea (DPRK)  
People's Republic of China (PRC)  
Russia  
Sudan (Khartoum)  
Syria

FOR Company

  
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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

  
**Hewlett Packard  
Enterprise**

Tajikistan  
Turkmenistan  
Ukraine  
Ukraine (Crimea Region)  
Uzbekistan  
Venezuela  
Vietnam  
Yemen

**Agreement Regarding Confidential Information and Proprietary Developments**

**India**

Chandana S


1. **Consideration and Relationship to Employment.** As a condition of my employment with Hewlett Packard Enterprise or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. **Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company.

I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my

FOR Company

  
Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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

  
**Hewlett Packard  
Enterprise**

employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. **Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information.

Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. **Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand

FOR Company



Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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

  
**Hewlett Packard  
Enterprise**

that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. **Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company.

I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of Company in pursuit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company.

As used here, "**Competing Line of Business**" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business).

"**Company Employee**" means an individual employed by or retained as a consultant to Company or its related corporations. "**Company Supplier**" means an individual, corporation, other business entity or

FOR Company



Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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

**Hewlett Packard  
Enterprise**

separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. **Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements.

For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. **Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. **Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further

FOR Company



Sailesh A J Menezes  
Senior Director - Human Resources

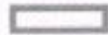
FOR Employee

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

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

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





## Hewlett Packard Enterprise

authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. **Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Sailesh A J Menezes  
Senior Director – Human Resources

FOR Employee

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

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

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

**WATTAPP TECHNOLOGIES PRIVATE LIMITED**

**CIN: U72900KA2021PTC147664**

Regd. Office: 1781, 19th Main Rd, Vanganahalli, 1st Sector, HSR Layout, Bengaluru, Karnataka 560034

Email ID: [contact@wattapp.co.in](mailto:contact@wattapp.co.in)

**Appointment Letter**

(Strictly Private & Confidential)

**Date- 13 Feb 2023**

To,  
**Mr. Chandana S**

***Congratulations and Welcome to Wattapp Technologies Pvt. Ltd.***

**Dear Chandana S**

We are pleased to appoint you for the position of **Business Development Major** with **Wattapp Technologies Private Limited** (Known by Brand Name ElectricPe & hereinafter referred to as 'Company') and your date of joining is **27 Feb 2023**, as per the following terms and conditions of employment, effective upon signing this agreement.

Your Total Compensation Package will be **INR 4,50,000** CTC per annum. The details of your compensation and benefits are given in Annexure – I.

Your Initial work location will be in **Bangalore**. However, your services are transferable to any other place or office of the company or to any subsidiary or associate company. Such transfer/deputation will be in accordance with the company's rules as amended from time to time.

You will be on probation for a period of **3** months; on completion of which, your employment will be confirmed with the organization. You shall be deemed to continue in probation until you are confirmed and your confirmation has been communicated to you. In case your performance is found to be unsatisfactory the probation may be extended, or your services may be discontinued, at the sole discretion of the Company.

We expect that you will not engage in or do any other business or render any professional services on a full time or part time basis, during the course of your employment with us.

We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or others either during your employment or after, any information related to the company, its employees or associates. We expect that you will not act in any manner, which may tend to be prejudicial or discontinued to the reputation of the company and its associates.

**Please return the signed duplicate of this letter, as a token of acceptance of the appointment letter.**

We expect you will strictly follow all policies and procedures of the Company. On the date of Joining you will be signing the other required documents as an acceptance of them.

*Handwritten initials and a small mark.*

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**TERMS AND CONDITIONS OF EMPLOYMENT**

The terms and conditions governing the employment are detailed below:

**1. Probation:**

Your probation will be for a period of 3 months at the end of which, based on your performance, the Company may confirm your employment. If your performance is found to be unsatisfactory, the Company may either extend your probation or terminate your employment at its sole discretion.

**2. Leave:**

You will be eligible for leave as per the policy of the Company relating to leave, which is in force from time to time.

**3. Transfer and Deputation:**

The company, at any time of the employment, reserves its right to transfer you to functions, departments, offices or operations of both Company and any client site, in any part of the world.

**4. Employee Relations:**

Company believes in being a fair and transparent Employer. If there are any issues or queries, relating to working conditions, we urge you to have a discussion with your Supervisor or HR department. Kindly ensure that the discussion and the result of the discussions are confidential.

**5. Equal Opportunity Employer:**

Company enters into employment contracts, on the basis of the applicants' merit, qualifications and ability. We do not discriminate employment opportunities on the basis of race, color, creed, gender, religion, marital status, age, national origin, physical or mental disability, medical condition, sexual orientation, or any other consideration.

**6. Confidentiality and Intellectual Property:**

As part of employment condition, you are obligated not to divulge or disclose to any outsider or others either during your employment or thereafter, any information related to the Company, its employees or associates. Any breach of this clause would lead to strict disciplinary action including termination.

Your employment with the Company is a whole-time employment and is "work for hire". Accordingly, all copyrights and inventions that are created or arise during your employment with the Company solely belong to the Company or its Clients, as the case may be.

**7. Conflict of Interest:**

Your employment with the Company overrides all other occupational/consulting interests you may have. You are expected to obtain a written approval from the Chief Executive Officer of the Company before you embark on any assignments outside the Company.

**8. Misconduct**

If you violate Company's acceptable standards of behavior or performance, you may be subject to disciplinary action up to and including termination.

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**9. Rules and Policies:**

During the course of employment, at all times, you are required to abide by the rules and policies of the Company. The rules and policies of the Company are available, which are subject to changes and are in force from time to time, at the Company's Intranet and it is obligatory for every employee to read, understand and follow the same. No employment manual can anticipate every circumstance or question about policy. Company reserves the right to revise, supplement, or rescind any policies or portions of the Company's Employment Manual from time to time as it deems appropriate, in its sole and absolute discretion.

**10. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Company has a business relationship any gift or favor other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favor. This is viewed very seriously as an abuse of trust placed by Company in the employee and would attract severe penal action from the Company.

**11. Non-Competition and Non-Solicitation**

During the period until one year following the termination of your employment for whatever reason, you shall not directly or indirectly solicit the business (or otherwise deal in a manner adverse to the Company with) or provide any know-how, know-why, engineering, consulting services to any customer or end user of any customer of the Company for which or for whose benefit you have provided services during your employment, nor directly or indirectly solicit the services of (or otherwise deal in a manner adverse to the Company with) any employee of the Company or influence such employee to terminate his or her employment. You further agree that the Company shall be entitled to injunctive relief as well as damages for any violation by you particularly in relation clause 6 of this Agreement (which shall survive the termination of this Agreement and your employment).

**12. Remedies**

If at any time the Employee violates to a material extent any of the covenants or agreements set forth clause 6, 10 and 11, the Company shall have the right to terminate all of its obligations to make further payments under this Agreement. The Employee acknowledges that the Company would be irreparably injured by a violation of clause 6, 10 and 11, and agrees that the Company shall be entitled to an injunction restraining the Employee from any actual or threatened breach of clause 6, 10 and 11 or to any other appropriate equitable remedy without any bond or other security being required.

**13. Safety to Self and Company Equipment:**

Company expects you to follow all the safety norms for protecting self and company equipment. If you ignore these norms, the company has the right to initiate disciplinary action against you, commensurate to the misconduct.

**14. Change of Personal Information:**

In the event there is change in status, like advancement of educational qualification, residential address, marital status, or nominees for insurance and provident fund, it is imperative that you inform your Human Resources representative appropriately.

**15. Notice Period:**

Employees are required to serve a notice period of sixty (60) days in case of resignation from the service of the company. In case of resignation during the probation period, employees need to serve a notice period of 15 days. Such period shall commence from the date of resignation. The Company may at its absolute discretion may either reduce the notice period or permit the employee to compensate the Company to the extent of notice period, as the case may be, computed at the prevailing salary of the employee.

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In case of non-performance, non-efficiency, non-punctuality, disciplinary issues or misconduct on part of employee during the probation period, the Company reserves the right to terminate the employee with immediate effect and after confirmation of employment the Company reserves the right to relieve the employee, solely at the discretion of the Company.

**16. Harassment:**

Company is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, and sexual orientation will amount to violation of the Company policy and would attract strict disciplinary action from the company, including termination of services of the employee.

**17. Use of Internet and E-mail:**

Company encourages you to use e-mail and the Internet for education and effectiveness on the job. However, these facilities should not be mis-used for sending/receiving off-color information that is either sexually explicit or is against any race, sex or nationality. Such acts will result in disciplinary action.

**18. Culture and Values:**

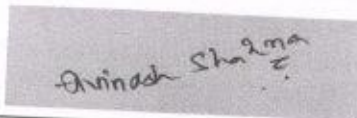
Company believes in teamwork, open communication, trust and drive.

Company believes in fair dealing and ethical conduct with all its stakeholders and expects the same in return from all our employees, in their dealings with other employees, as well as with the external world of customers and other agencies. Company will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

**19. Jurisdiction**

The employment shall be governed for all purposes by the Laws of India and will be subject to Bangalore jurisdiction. In the event of any dispute between the company and the employee it shall first be resolved mutually between the Company and the employee, failing which the dispute shall be resolved by binding arbitration by a single arbitrator appointed by the Company. Arbitration shall be in accordance with the provisions of the Arbitration and Conciliation Act of 1996. The venue for arbitration shall be Bangalore and the decision of the arbitrator shall be final and binding.

**For Wattapp Technologies Private Limited**



**Avinash Sharma  
(Co-founder)**

I have gone through the Appointment letter and the Terms & Conditions. I accept the same,

**Candidate Name:**

**Chandana S**

**Signature:**

**Date:**

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**ANNEXURE-I****DETAILS OF THE OFFER****ANNEXURE - I TO THE OFFER LETTER**

<b>Salary Breakup Chart</b>		
<b>Name</b>	<b>Chandana S</b>	
<b>Designation</b>	<b>Business Development Major</b>	
<b>Particulars</b>	<b>Amount</b>	
<b>Annual Fixed CTC</b>	<b>300000</b>	
<b>Annual Performance variable</b>	<b>150000</b>	
<b>Total CTC</b>	<b>450000</b>	
<b>Fixed Compensation Breakup</b>		
<b>Salary Breakup</b>	<b>Annualized</b>	<b>Monthly</b>
Basic Salary	120,000	10,000
Housing Rent Allowance	48,000	4,000
Travel Allowance	9,996	833
Special Allowance	100,404	8,367
<b>Total (A)</b>	<b>278,400</b>	<b>23,200</b>
<b>Employee's Contribution</b>		
Employee Contribution to PF @ lower of 1800 or 12.00% of Basic	21,600	1,800
Professional Tax	2,400	200
<b>Total (B)</b>	<b>24,000</b>	<b>2,000</b>
<b>Net in hand Salary(Fixed) (A-B)</b>	<b>254,400</b>	<b>21,200</b>
<b>Employer's Contribution</b>		
Employer PF Contribution @ lower of 1800 or 12% of Basic	21,600	1,800
<b>Total (C)</b>	<b>21,600</b>	
<b>Total Fixed CTC (A+C)</b>	<b>300,000</b>	<b>25,000</b>
<b>Performance linked Incentive (Variable)</b>	<b>150,000</b>	
<b>Total CTC (Subject to TDS)</b>	<b>450,000</b>	

**Note:** Employer PF Contribution: Employer PF contribution is over and above employee's self-contribution towards PF. Compensation paid to employees is subject to statutory deductions as applicable in India. Such deductions mainly consist of PF Employee Contribution and withholding taxes as applicable.

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**ANNEXURE- II**

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING. YOU ARE REQUESTED TO BRING THE FOLLOWING DOCUMENTS IN ORIGINAL, ALONG WITH TWO COPIES OF EACH\***

1. Certificates supporting your educational qualifications along with mark sheets:

- a) 10<sup>th</sup> certificates and mark sheets,
- b) 12<sup>th</sup> certificates and mark sheets,
- c) Degree certificates and mark sheets,
- d) Master's degree certificates and mark sheets,
- e) Diploma/PG diploma certificates and mark sheets, and
- f) Any other certificates with supporting documents, if any

2. Your latest Salary Slip / Salary Certificate (latest as well as last three months' pay slip)
3. Your relieving letter from your current organization as well as all previous employer(s)
4. Service Certificate / proof of employment from the employer(s)
5. Scanned copy of the PAN card
6. Scanned copy of the Aadhar Card
7. Three copies of your recent passport size color photograph

The Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within 7 working days from the day of joining.

This offer is contingent upon authentication of all documents and information (including feedback from professional references) presented by you. If any discrepancy is found, this offer will stand withdrawn.

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**Employee Invention Assignment and Confidentiality Agreement**

In consideration of, and as a condition of my employment with **Wattapp Technologies Private Limited**, (the "Company"), I hereby represent to, and agree with the Company as follows:

1. **Purpose of Agreement-** I understand that the Company is engaged in a continuous program of research, development, production and marketing in connection with its business and that it is critical for the Company to preserve and protect its "**Proprietary Information**" (as defined in Section 6 below) its rights in "**Inventions**" (as defined in Section 2 below) and in all related intellectual property rights. Accordingly, in consideration of the compensation paid to me in connection with my employment with the Company, I am entering into this Employee Invention Assignment and Confidentiality Agreement (this "**Agreement**") as a condition of my employment with the Company, whether or not I am expected to create inventions of value for the Company.

2. **Disclosure of Invention** – I will promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets that I make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of my employment, whether or not in the course of my employment, and whether or not patentable, copyrightable or protectable as trade secrets (the "**Inventions**").

3. **Works made in the course of employment, Assignment of Inventions** – I acknowledge and agree that my copyrightable works prepared by me within the scope of my employment are works made in the course of my employment under the Copyright Act, 1957 and that the Company will be considered the author and owner of such copyrightable works. I agree that all Inventions that (i) are developed using equipment, supplies, facilities or trade secrets of the Company (ii) result from work performed by me for the Company or (iii) relate to the Company's business or actual or demonstrably anticipated research and development, and including those Inventions that were developed by me prior to the incorporation of the Company (the "**Assigned Inventions**") will be the sole and exclusive property of the Company. I hereby irrevocably assign, and agree to assign, the Assigned Inventions to the Company. Attached hereto as Exhibit B is a list describing all inventions, original works of authorship, developments and trade secrets which were made by me prior to the date of this Agreement, which belong to me and which are not assigned to the Company ("**Prior Inventions**"). If no such list is attached, I agree that it is because no such Prior Inventions exist. I acknowledge and agree that if I use any of my Prior Inventions in the scope of my employment, or include them in any product or service of the Company, I hereby grant to the Company, a perpetual, irrevocable, non- exclusive, world-wide, royalty- free license to use, disclose, make, sell, copy, distribute, modify and create works based on, perform or display such Prior Inventions and to sublicense third parties with the same rights.

4. **Assignment of Other Rights-** In addition to the foregoing assignment of Assigned Inventions to the Company, I hereby irrevocably transfer and assign to the Company; (i) all worldwide patents, patent applications, copyrights, mask works, trade secrets and other intellectual property rights, including but not limited to rights in databases, in any Assigned Inventions along with any registrations of or applications to register such rights, and (ii) any and all "**Moral Rights**" (as defined below) that I may have in or with respect to any Assigned Inventions. "**Moral Rights**" mean any rights to claim authorship of or credit on an Assigned Inventions, to object to or prevent the modification or destruction of any Assigned Inventions or Prior Inventions licensed to Company under Section 3 or to withdraw from circulation or control the publication or distribution of any Assigned Inventions or Prior Inventions licensed to the Company under Section 3, and any similar rights, existing under judicial or statutory law of any country or subdivision thereof in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a moral right".



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5. **Assistance** – I agree to assist the Company in every proper way to obtain for the Company and enforce patents, copyrights, mask work right, trade secret rights and other legal protections for the Company's Assigned Inventions in any and all countries. I will execute any documents that the Company may reasonably request for use in obtaining or enforcing such patents, copyrights, mask work rights, trade secrets and other legal protections. My obligations under this paragraph will continue beyond the termination of my employment with the Company, provided that the Company will compensate me at a reasonable request on such assistance. In the event that the Company is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my attorneys-in-fact to execute documents on my behalf for this purpose.
6. **Proprietary Information** – I understand that my employment by the Company creates a relationship of confidence and trust with respect to any information of a confidential or secret nature that may be disclosed to me by the Company or a third party that relates to the business of the Company or to the business of any of its Affiliates, or any of the Group Companies, or to the business of any customer or supplier of the Company or any other party with whom the Company agrees to hold information of such party in confidence (the "**Proprietary Information**"). Such Proprietary Information includes, but is not limited to, Assigned Inventions, marketing plans, product plans, business strategies (including virality and retention techniques for its applications and games), financial information (including revenue and cost information for its applications and games), forecasts, personnel information, customer lists and date and domain names.
7. **Confidentiality** – At all times, both during my employment and after its termination, I will keep and hold all such Proprietary Information in strict confidence and trust. I will not use or disclose any Proprietary Information without the prior written consent of the Company, except as may be necessary to perform my duties as an employee of the Company for the benefit of the Company. Upon termination of my employment with the Company, I will promptly deliver to the Company all documents and materials of any nature pertaining to my work with the Company and upon Company request, will execute a document confirming my agreement to honor my responsibilities contained in this Agreement. I will not take with me or retain any documents or materials or copies thereof containing any Proprietary Information.
8. **No Breach of Prior Agreement** – I represent that my performance of all the terms of this Agreement and my duties as an employee of the Company will not breach any invention assignment, proprietary information, confidentiality or similar agreement with any former employer or other party. I represent that I will not bring with me to the Company or use in the performance of my duties for the company any documents or materials or intangibles of a former employer or third party that are not generally available to the public or have not been legally transferred to the Company.
9. **Efforts, Duty Not to Compete** – I understand that my employment with the Company requires my undivided attention and effort. As a result, during my employment, I will not, without the Company's express written consent, engage in any other employment or business that (i) directly competes with the current or future business of the Company, (ii) uses any Proprietary Information, equipment, supplies, facilities, or materials or (iii) otherwise conflicts with the Company's business interest and causes a disruption of its operations.
10. **Notification** – I hereby authorize the Company to notify third parties, including, without limitation, customers and any future employers, of the terms of this Agreement and my responsibilities hereunder.
11. **Name and likeness Rights** – I hereby authorize the Company to use, reuse and to grant others the right to use and reuse, my name, photograph, likeness (including caricature), voice, and

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biographical information, and any reproduction or simulation thereof, in any form of media or technology now known or hereafter developed (including, but not limited to film video and digital or other electronic media), during my employment, for any purposes related to the Company's business, such as marketing, advertising, credits, and presentations.

12. **Injunctive Relief** – I understand that in the event of a breach or threatened breach of this Agreement by me, the Company may suffer irreparable harm and will therefore be entitled to injunctive relief to enforce this Agreement. I also understand that in the event of breach of this agreement by me the Company may pursue any and all legal remedies, including monetary damages.

13. **Governing Law, Severability** – This Agreement will be governed by and construed in accordance with the laws of India. If any provision of this Agreement is determined by any court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such provision will be enforced to the maximum extent possible given the intent of the parties hereto. If such clause or provision cannot be so enforced, such provision shall be stricken from this Agreement and the remainder of this Agreement shall be enforced as if such invalid, illegal or unenforceable clause or provision had (to the extent not enforceable) never been contained in this Agreement.

14. **Counterparts** – This Agreement may be executed in any number of counterparts, each of which when so executed and delivered will be deemed an original, and all of which together shall constitute one and the same agreement.

15. **Entire Agreement** – This Agreement and the documents referred to herein constitute the entire agreement and understanding of the parties with respect to the subject matter of this Agreement, and supersede all prior understandings and agreements, whether oral or written, between or among the parties hereto with respect to the specific subject matter hereof.

16. **Amendment and Waivers** – This Agreement may be amended only by a written agreement executed by each of the parties hereto. No amendment of or waiver, of, or modification of any obligation under this Agreement will be enforceable unless set forth in a writing signed by the party against which enforcement is sought. Any amendment effected in accordance with this section will be binding upon all parties hereto and each of their respective successors and assigns. No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. No waiver of such provision of or any other provision herein, not shall it constitute the waiver of any performance other than the actual performance specifically waived.

17. **Successors and Assigns – Assignment** - Except as otherwise provided in this Agreement, this Agreement, and the rights and obligations of the parties hereunder, will be binding upon and inure to the benefit of their respective successors, assigns, heirs, executors, administrators and legal representatives. The Company may assign any of its rights and obligations under this Agreement. No other party to this Agreement may assign, whether voluntarily or by operation of law, any of its rights and obligations under this Agreement, except with the prior written consent of the Company.

18. **Further Assurances** - The parties agree to execute such further documents and instruments and to take such further actions as may be reasonably necessary to carry out the purposes and intent of this Agreement.

19. **Continued Employment** - I understand that this Agreement does not constitute a contract of employment or obligate the Company to employ me for any stated period of time. I understand that

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my employment is governed by the employment letter between me and the Company and may be terminated in accordance with the terms contained therein. I acknowledge that any statements or representation to the contrary are ineffective, unless put into a writing signed by the Company. This Agreement shall be effective as of the first day of my employment by the Company.

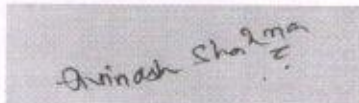
20. **Dispute Resolution** - The courts of competent jurisdiction at Bangalore, Karnataka, shall have exclusive jurisdiction over any disputes that may arise under this Agreement.

**COMPANY:**

**EMPLOYEE:**

By:

By:



Name: Avinash Sharma

Name: Chandana S

Title: Director

Title: Business Development Major

Date:

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

**WATTAPP TECHNOLOGIES PRIVATE LIMITED**

**CIN: U72900KA2021PTC147664**

**Regd. Office: 1781, 19th Main Rd, Vanganahalli, 1st Sector, HSR Layout, Bengaluru, Karnataka 560034**

**Email ID: contact@wattapp.co.in**

**Exhibit A**

**LIST OF PRIOR INVENTIONS**

<b>TITLE</b>	<b>DATE</b>
<b>DESCRIPTION/IDENTIFYING NUMBER</b>	

**NO PRIOR INVENTIONS**

Signature of the Employee

Name: **Chandana S**

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

From,

Adithya KB (20CQSB7005)  
6th sem BCA  
DSCASC  
Bangalore - 560085

To,

Sri Vatsala mam  
BCA Department  
DSCASC

Respected madam,

Hello mam, myself Adithya KB from 6th sem BCA. I am here to inform you that I had been to 6 interviews in the month of march. I request you to give me attendance for respective days, I had taken leave from classes.

Interviews Attended

1. Regalix
2. Quess corp
3. Litwork
4. Atomberg
5. Edyoda
6. Immensphere IT solutions 10/4/2023

Thanking you

Yours faithfully,  
Adithya KB

K.B. Adithya

10:26

7.00 KB/s    53



HR Team from Atomberg Technologies invites you to take Entry Level Aptitude Test Inbox



Atomberg Techn... 5:19 PM  
to me ▾



Dear **KB ADITHYA**,

You have been invited to take the test **Entry Level Aptitude Test** The duration of this test is **1 hours 0 mins**

Before you proceed to take the test, we will need to check your system's compatibility.



Check System  
Compatibility





+91 93809 61962

Business Account



Yesterday

Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them. Tap to learn more.

Dear students,  
Kindly note that the campus virtual drive - Immensphere, will be conducted on Monday, 10 April, 2023, at 11am. We will be sharing you a mail on Monday, attaching a Google meet link, on the Gmail id's you have registered with. Ensure you join the meeting on time.

Regards  
HR Associate  
Immensphere IT Solutions

6:38 PM

This business account is not in your contact list

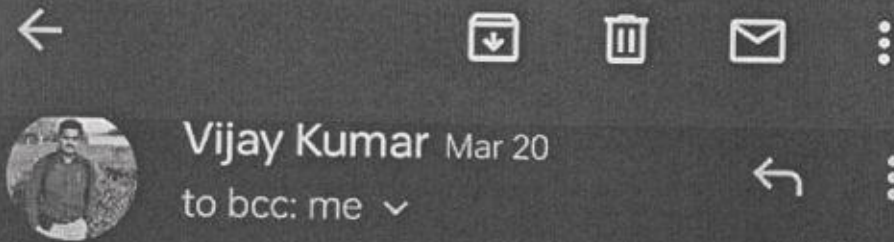
Report

Block

Add to contacts

Message





Dear Students

Regalix has scheduled the preplacement talk and selection process for 2023 batch students tomorrow (21st March 2023) at 12.00 Noon. All the below-listed students are informed to go through the below-trailing mail for the link and attend the same without fail. All the best of luck.

USN ID	Full Name	Email ID	MOBILE NO
ENG20VC0012	MUKKERA BHANU CHAND	bhanuchand5353@gmail.com	9676447146
ENG20CA0025	Prajwal.s	Prajwal.s.chan1156@gmail.com	6363789596
20CQSB7095	SREE RAM K	sreeramk232@gmail.com	9986719801
20CQSB7041	Koushik	koushik855333@gmail.com	8553338949
ENG20CA0043	Sourabh SG	souravsureshg@gmail.com	7022431443
206JSB7019	Navyashree C P	navyashreecp@gmail.com	9591688696
20CQSB7005	KB Adithya	adithyaad1977@gmail.com	7676707953
ENG20CA0035	Sai Darshan	saidarshan9632@gmail.com	9632568029
20CQSB7082	Rithika M	rithikamohan3022@gmail.com	8217415049
206JSB7027	Yuvashree dk	yuvashreedk@gmail.com	8310193509
20CQSB7107	Yasir Obaibullah	yasirobaibullah123@gmail.com	9708538726
ENG20CA0045	vikram, R	joyvikram11@gmail.com	9786408720
20CQSB7006	Adithyareddy v	ssahadithya825@gmail.com	8618761293
20CQSB7008	Anirudh R Koushik	anirudhkoushik008@gmail.com	8971382089
ENG20CA0027	Punith Kumar	kpunith941@gmail.com	9886494687
20CQSB7086	SAHANA J UPADHYAYA	sahanaju02@gmail.com	8971677593
206JSB7013	Kavitha M	kavithadiya553@gmail.com	8217297879
20CQSB7068	POOJA BK	poojakeshav87@gmail.com	8050063671
20CQSB7009	Arun K Shinde	arunks7101@gmail.com	06361587101
20CQSB7069	Pooja S	Poojaseelvarn46@gmail.com	9611402247
1DT20CS407	ManojKumar C K	manojkumarcck2000@gmail.com	9019201324
1DS20CS419	SHAKTHI MAHENDRA T	shakthimahendrat@gmail.com	9739179664
ENG19CS0166	Manasa H	manasah2000@gmail.com	9019574753
ENG19CS0157	Lingoreddy Sruthi	lingoreddysruthi97@gmail.com	8088440132
ENG19CS0351	VALLABANENI VARUN CHOWDHARY	varunchowdharyv2207@gmail.com	9346232001
1DT19CS130	R Venugopal Reddy	venu141101@gmail.com	8341996993
1DS19CS061	Jay Rajesh Panara	jsy.panara@gmail.com	9916277877
ENG19CS0032	Ananya N	anun1273@gmail.com	9739731804
1DT20CS400	Chandini S	chandinichendu69460@gmail.com	7899276924
ENG19CS0104	C GUNA	guna_c2203@gmail.com	7619613720
ENG19CS0085	DheeraJ Kumar	eng19cp0085.dheera@gmail.com	8545862260
ENG19CS0064	BHARATH KUMAR N	bharathkumarbharathb75@gmail.com	7619453258
ENG19CS0036	Anjana KP	anjanakp72@gmail.com	8095185975
1dt19cs101	NAV TEJ PAMIDI BOYANA	navtej1@gmail.com	9986849289
1DT20CS402	DISHAN C	vinu7681@gmail.com	9845282817
1DT19CS074	Madhu Sudhan s	m346364@gmail.com	6364146531
1DS20EC409	Geethanjali M	geethanjalm2017@gmail.com	9449993246
1DS20EC428	Rahul M	rshulmanjunath11@gmail.com	8746846817
1DS19EC090	Nikhil	kadadipnikhil@gmail.com	7676557907
1DT20EC408	Neelakanth Chapl	chaplneelakanth@gmail.com	7337624678
1DS20EC426	Pawan Kumar S	spawanpensa@gmail.com	9449570048
ENG19EC0089	shah mohammed saqlain sholab	mohammedsaqlain2905@gmail.com	8296425277
1DS19EC056	Kruthik L	kruthikl@gmail.com	9900460848
ENG19EC0022	Chandana MS	chandana334067@gmail.com	9353450950







## Offer Letter

20/06/2023

M Koushik,  
Bangalore,  
Karnataka-560056

Dear M Koushik,

### Here's your Opportunity.

**Designation:** Operations Executive  
**Cost to the Company:** 3,09,600 LPA  
**Joining On:** 21.06.2023  
**Location:** Bangalore  
**Reporting Manager:** Abhilash M  
**Full participation in employee benefits**

### Health and Wellness

Adonmo offers a host of medical and wellness programs and rational leaves to ensure that your physical and mental health is nurtured.

### Cashless Insurance

Because we want you to thrive your career in Adonmo, we cover you with a cashless health insurance policy. It removes the hassles of paying cash at the hospitals at the time of need as the insurance provider pays directly to the hospital on your behalf.

### Open Door Policy

Our communications as well as our doors are open for you.

### Internal Job Posting

We let you decide your ambitions, make a difference and lead. You are free to express your interests in your career path and we will guide you through to be into the desired role.

### The Refreshing Part of the Job

We have frequent outings and engagement activities to keep our employees motivated. We keep you on your toes with contests, dinners, movies, sports and what not!





### From the Book of Glory

600+ employees across India and counting	300+ happy customers	Patented Technologies
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### Probation

The first three months of your appointment will be a probationary period during which your suitability for the position to which you have been appointed will be assessed. The Company reserves the right to extend your probationary period if in its opinion such extension is necessary. During or at completion of your probationary period your Appointment may be terminated by the Company on one week notice or payment in lieu of notice.

### Retirement Age

The Company's normal retirement age is (62) Sixty Two years.

### Training and Orientation

The company spans across various geographies to cater the needs of the clients. The training is given to ensure that you are conversant with the established practices followed by the company.

### Termination of Employment

This offer letter is entered upon the understanding that all the information given by you in the application/interviews and data provided by you prior to or at the time of joining is true and accurate. If it is found at any time that the provided information is not true or correct or you have knowingly suppressed the information will lead to immediate termination without any prior notice.

During the probation period the company may terminate this agreement with/without notice to you or by payment in lieu of notice.

On confirmation, your employment with the company may be terminated by giving written prior notice of two weeks (2) weeks to the non terminating party.

The company also reserves the right to terminate your employment summarily without notice/ payment in lieu if it has reasonable grounds to believe that you are guilty of misconduct or negligence or committed any breach of this agreement. Termination of this agreement under the paragraph would be prejudice to:

- The company's right to claim the damages through the breach of agreement
- Any other relief to which company may be entitled under this agreement, law of equity.  
Misconduct will be included without limitation.
- Absence from work without prior notice for 7 consecutive days which includes weekends





and public holidays.

- Non adherence to company policies or Causing damage to the property or staff of the company.

On termination, the company will have no further liability to you other than for remuneration, allowances and prerequisites, which may have accrued before the date of termination of employment. Further, the company shall have the right to set off the amount due to you based on the liability that arose,arises or may arise to the company.

#### Entire Agreement

The terms of this agreement shall be treated as a binding contract between you and the company.

#### Changes to the terms of this Agreement

Company reserves the right to modify, alter or delete the existing service rules, policies or introduce fresh service rules/policies which will be binding upon you.

#### Governing Law

This appointment letter is governed and construed in accordance with the laws of the Republic of India and all disputes, claims or proceedings between the parties relating to the validity, construction, performance or termination of this offer letter shall be subjected to exclusive jurisdiction of the courts of Hyderabad.

On Behalf of Adonmo India Pvt. Ltd


**Varsha Nandi**  
HR Team





I, hereby, acknowledge that I have read the above terms and conditions of the employment in the agreement and I am pleased to accept this offer of employment with Adonmo India Pvt. Ltd and terms and conditions of the employment.

Name:

Permanent Address:

Contact Number:

Emergency Contact Number:

Signature:

Date:

Annexure

**Compensation Breakdown**

	Yearly	Monthly
CTC	309600	25800
Basic	123840	10320
HRA	49536	4128
Conveyance	19200	1600
Medical Allowance	15000	1250
Special Allowance	102024	8502
<b>Deductions</b>		
Employee PF	21600	1800
Employer PF	21600	1800
Professional Tax	2400	200
<b>Net Pay</b>	<b>264000</b>	<b>22000</b>

**Note:** 1) Net pay may vary depending on the tax declarations.

2) Petrol Allowance will be provided upon submission of bills by 25<sup>th</sup> of every month.

## Traineeship/Internship Offer Letter

Date: 12-Jun-2023

Dear Tanmay Sapra,

We are pleased to offer you a Trainee position with INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED (the "Company"). This is an extension of educational training. Our goal is for you to learn more about technology and industry.

You shall be designated as **Junior Operations Analyst - Trainee**, for the period of **9 months** starting from **21/06/2023 till 31/03/2024**. On completion of the training period, on mutual discussion, your appointment shall be confirmed and communicated to you in writing if the Company finds you to be suitable for the identified post. The company will have the right to reassign or terminate the training if your performance or conduct does not fit standards of the company.

As Trainee, you will not be a Company employee. Therefore, you will receive stipend amount indicated below and be eligible for approved holiday pay, vacation pay and sick leave. You would not be eligible to receive salary, wages, benefits or other compensation. We are pleased to offer the following stipend during the period of training.

Compensation Heads	Amount / Monthly (INR)
Training Allowance	30,000

During your training period, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your traineeship/internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written communication.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to HR.

Your joining location would be **Bangalore / Pune**

If you have any questions, please do not hesitate to contact HR at [Varunchand.cm@stonex.com](mailto:Varunchand.cm@stonex.com) & [Mayuri.jain@StoneX.com](mailto:Mayuri.jain@StoneX.com)

Yours sincerely,

*Molly Thomas*

Director – Talent Acquisition Programs

For INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED

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I accept the internship with the Company on the terms and conditions set out in this letter.

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

Signature : *Tammar* \_\_\_\_\_

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

# Employment Offer Letter

Dear Tanmay Sapra,

Date: 12-Jun-2023

With reference to the discussions, you had with us, it gives us great pleasure to inform you that we have found you suitable as below.

We are pleased to offer the following compensation as part of your employment, subject to your conversion from Trainee to Regular Full Time Employee upon good standing performance and conduct. Your job title would be **Junior Operations Analyst**.

Compensation Heads	Amount / Annual (INR)
Basic Salary	400,000
HRA	160,000
Special Allowance	137,080
<b>Retirals and Health Benefits</b>	
Employer's PF contribution	21,600
Insurance (Medical, Accident, Term)	25,000
<b>Allowances</b>	
Leave Travel Allowances	33,320
Broadband Allowances	48,000
<b>CTC (INR)</b>	<b>8,25,000</b>

In addition to the above fixed CTC, per your eligibility you will be awarded annual performance linked **Bonus** and **Gratuity** as per statutory norms.

<b>Bonus**</b>	<b>82,500</b>
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\*\*An indicative number is 10%, that varies based on performance.

This letter of offer is only provisional and your confirmation acknowledgement within five days to the contents of this communication is a pre-requisite for the formal letter of appointment that will be issued to you to confirm your appointment.

Your joining location would be **Bangalore / Pune** and tentative date of joining will be on or before 1<sup>st</sup> April, 2024

Yours sincerely,

*Molly Thomas*

*Tanmay*

Director – Talent Acquisition Programs





For INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED



<b>Title</b>	Offer Letter - Revised
<b>File name</b>	Tanmay Sapra - Trainee_Offer Letter.pdf
<b>Document ID</b>	73a8252f2a21d626ee6ce7bd35ab06155429eb21
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Signed

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### Document History

 SENT	<b>06 / 12 / 2023</b> 15:47:04 UTC	Sent for signature to Tanmay Sapra (tanmaysapra6@gmail.com) from varunchand.cm@stonex.com IP: 163.116.205.119
 VIEWED	<b>06 / 12 / 2023</b> 16:15:33 UTC	Viewed by Tanmay Sapra (tanmaysapra6@gmail.com) IP: 42.105.122.120
 SIGNED	<b>06 / 12 / 2023</b> 16:19:02 UTC	Signed by Tanmay Sapra (tanmaysapra6@gmail.com) IP: 42.105.122.120
 COMPLETED	<b>06 / 12 / 2023</b> 16:19:02 UTC	The document has been completed.

**OL No: AM3002****Date : 29 May 2023**Dear **Rakshitha S**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **19 June 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 19 June 2023**Training Period : **19 June 2023 to 28 June 2023 - (Unpaid)**On the Job Training Start Date: **29 June 2023**On the Job Training End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8.5 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **19 June 2023**.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

### **Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

## SERVICE AGREEMENT

This Service Agreement (the “**Agreement**”) is made and entered into as of Aug 08, 2023 by and between Homevista Decor and Furnishings Private Limited, a company incorporated under the laws of India, having its registered office at **HomeLane HQ, BKN Ambaram Estates, Ramya Residency Commercial Building, 648/L, Old Madras Rd, Binnamangala, Hoysala Nagar, Indiranagar, Bengaluru, Karnataka 560038**(the “**Company**”) and Shamrao . having PAN: LFXPS2376L R/o H.no 94 4th floor, 9th D cross road SBI colony jp nagar 1st phase Bangalore 560078 (the “**Service Provider**”).

WHEREAS Company wishes to engage the professional services of Service Provider; and

WHEREAS Service Provider desires to accept such engagement, upon the terms and subject to the conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the adequacy and sufficiency of which are hereby acknowledged, the Company and the Service Provider hereby agree as follows:

1. Term of Agreement. The Company hereby agrees to engage the Service Provider, and the Service Provider hereby agrees to be engaged by the Company, upon the terms and subject to the conditions hereof for the period commencing on Aug 10, 2023 (the “**Effective Date**”) and ending upon completion of the Project (the “**Service Period**”), unless earlier terminated pursuant to Section 5 hereof or extended by the mutual agreement of the parties.

2. Services. During the Service Period, and upon the terms and conditions contained herein, the Service Provider hereby agrees to complete the project and provide to the Company the Services associated with such project, all of which are set forth in Exhibit A annexed hereto (the “**Project**”). Upon the mutual agreement of the Company and the Service Provider, additional Exhibits detailing new projects may be annexed to this Agreement from time to time and, for the purposes of this Agreement, each such project shall be defined as a “Project.” Service Provider shall perform the work associated with the Project at such times and in a manner in Service Provider’s discretion; provided, however, that Service Provider shall be required to complete the Project within the time period set forth in Exhibit A. In addition, Service Provider shall use its best efforts to perform the work associated with each Project. Service Provider shall be deemed not to have used its best-

efforts in performing the Services set forth herein if Service Provider does not complete the Project within the time period set forth in Exhibit A.

3. Independent Contractor Status. The Service Provider acknowledges that the Service Provider is being engaged by the Company as an independent contractor and not as an employee or a partner of the Company for any purpose. The Service Provider shall perform the Services described in Section 2 hereof as an exclusive contractor. The Service Provider shall not, by virtue of being a service provider hereunder, be eligible to receive any employee benefits for which employees of the Company are eligible at any time. The Service Provider hereby acknowledges its separate responsibility for all applicable taxes, charges, and duties, including those related to its employees and personnel, and agrees to indemnify and hold the Company harmless from any claim or liability therefor.

4. Compensation. As full compensation for the Project and the work performed in connection therewith (including the work performed by the employees and personnel engaged by the Service Provider in connection with this Agreement), the Company shall pay the Service Provider the amount set forth in Exhibit A. The payment of compensation shall be subject to deduction of applicable taxes at source and other amount, if any.

5. Termination. This Agreement may be terminated at any time,

(i) by any party after providing a prior written notice of 30 days to the other party

(ii) immediately without any notice by the Company, in the event the Service Provider has materially breached this Agreement or has failed to carry out its responsibilities with respect to a Project or in case the Service Provider undertakes any step for liquidation (whether voluntary or compulsory), or bankruptcy or insolvency (as the case may be).

Upon termination of this Agreement pursuant to Sections 5(i), the Company shall pay all amounts owed to the Service Provider as of the date of termination. In the event this Agreement is terminated pursuant to Section 5(ii), the Company shall not be required to pay any amounts owed to the Service Provider. Service Provider shall cooperate in the defense of any action brought by any third party against the Company that relates in any way to the Service Provider's acts or omissions during the Service Period.

Termination of this Agreement shall be without prejudice to any rights and liabilities of the parties accrued prior to the date of termination.

6. Confidentiality. The Service Provider shall not, at any time during the Service Period or thereafter, make use of or disclose, directly or indirectly, any (i) trade secret or other confidential or secret information of the Company or of any of its subsidiaries or affiliates or (ii) other technical, business, proprietary or financial information of the Company or of any of its subsidiaries or affiliates not available to the public generally or to the competitors of the Company or any of its subsidiaries or affiliates (“**Confidential Information**”), except to the extent that such Confidential Information (a) is or becomes a matter of public record or is published in a newspaper, magazine or other periodical available to the general public, other than as a result of any act or omission of the Service Provider, (b) is required to be disclosed by any law, regulation or order of any court or regulatory commission, department or agency, provided that the Service Provider gives prompt notice of such requirement to the Company to enable the

Company to seek an appropriate protective order, or (c) is necessary to perform properly the Service Provider's duties under this Agreement. Promptly following the termination of this Agreement, the Service Provider shall surrender to the Company all records, memoranda, notes, plans, reports, and software and other documents and data that constitute Confidential Information that Service Provider may then possess or have under its control (together with all copies thereof).

7. Intellectual Property. In the event that during the Service Period, the Service Provider generates, develops, authors, creates or contributes to the creation or improvement of any new or existing invention, design, development, device, product, technique, idea, concept, authorship, method of process (whether patentable or reduced to practice), any copyrightable or other tangible original work, any trademark, service mark, logo or trade dress, and any packaging, promotional or marketing concept, style, or design (whether or not any of the foregoing constitutes Confidential Information in whole or in part), or any other form of Confidential Information relating directly or indirectly to the business of the Company (or its subsidiaries) as now conducted (collectively, the "**Developed Intellectual Property**"), the Service Provider acknowledges and agrees that such Developed Intellectual Property is the sole and exclusive property of the Company (whether or not, for any reason, any of the foregoing would not be considered a work made for hire under applicable law) and hereby sells, assigns and transfers all right, title and interest in and to such Developed Intellectual Property and in and to all income royalties, damages, claims and payments now or thereafter due or payable with respect thereto, and in and to all causes of action, either in law or in equity for past, present or future infringement based on the copyrights, and in and to all rights corresponding to the foregoing throughout the world to the Company, its successors and

assigns. **The Service Provider agrees and acknowledges that the service fees payable to it by the Company pursuant to Section 4 of this Agreement includes the full consideration for the**

**sale, assignment and transfer of all right, title and interest in and to the Developed Intellectual Property, as provided in this Section 7.**

The Service Provider will promptly and fully disclose all Developed Intellectual Property and will cooperate with the Company to protect the Company's interests in and rights to such Developed Intellectual Property (including providing reasonable assistance in securing patent protection and copyright and trademark registrations and executing all documents as reasonably requested by the Company to transfer full ownership therein to the Company, and/or to enable the Company fully to exercise and enforce its rights therein), whether such requests occur prior to or after termination of this Agreement.

8. Inspection. The Service Provider shall maintain: (a) all records consistent with best industry standards and such records as may be requested by the Company, from time to time; and (b) bills, invoices and other documents pertaining to any out-of-pocket expenses incurred by the Service Provider in performance of the Services. The Service Provider shall be obligated to

provide, within 7 (seven) days' of such request, any such records, bills, invoices and any other documents which may be requested by the Company, from time to time.

9. Enforcement. The parties hereto agree that the Company and its subsidiaries and affiliates would be damaged irreparably in the event that any provision of Sections 6 or 7 of this Agreement was not performed in accordance with its terms or were otherwise breached and that money damages would be an inadequate remedy for any such nonperformance or breach. Accordingly, the Company and its subsidiaries and their successors and permitted assigns shall be entitled, in addition to other rights and remedies existing in their favor, to an injunction or injunctions to prevent any breach or threatened breach of any of such provisions and to enforce such provisions specifically (without posting a bond or other security).

10. Representations. The Service Provider represents and warrants to the Company that (i) the execution, delivery and performance of this Agreement by the Service Provider does not and will not conflict with, breach, violate or cause a default under any contract, agreement, instrument,

applicable law, order, judgment or decree to which the Service Provider is a party or by which it is bound, (ii) upon the execution and delivery of this Agreement by the Service Provider, this Agreement shall be the valid and binding obligation of the Service Provider, enforceable in

accordance with its terms and (iii) it will not use the confidential information of any third party in connection with the performance of the Services hereunder.

The Company shall have the right to terminate this Agreement (at its sole discretion) with immediate effect by serving a written notice, where it determines that the Service Provider has breached the obligations as set out under this Section. In case of such termination, the Company shall have the right to be indemnified from and against all claims, costs, expenses, losses and damages suffered by the Company, on account of such breach by the Service Provider.

The Service Provider shall indemnify, defend, protect and hold harmless the Company and each of its shareholders, directors, officers, employees, contractors, agents, representatives, successors and assigns from and against any and all claims, liabilities, demands, lawsuits, litigation, losses, damages (including consequential damages and penalties), fees, costs and expenses (including attorney's fees), obligations, liens, executions, fines, awards, defenses and causes of action of every and whatever type, kind or nature that arise out of or in connection with: (i) a breach by the Service Provider of any of its representations, warranties, covenants or agreements set forth herein, (ii) the Service Provider's business and operations, including, but not limited to, the Services, (iii) any act or omission of the Service Provider or any of its employees, contractors, agents, representatives, successors and assigns, (iv) the misuse of any of the Company's Intellectual Property or (v) any infringement of copyright or trade secret or invasion of the right of privacy or publicity committed or alleged to have been committed in connection with the performance of the Services.



11. Non-Solicitation. The Service Provider agrees that for a period commencing on the date hereof and ending two (2) years immediately following the end of the Service Period of this Agreement, the Service Provider shall not directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment at the Company.

12. Survival. Sections 6, 7, 8, 10, 11, 13, 18 and 19 of this Agreement shall survive and continue in full force and effect in accordance with their respective terms, notwithstanding any termination of the Agreement.

13. Notices. All notices and other communications required or permitted hereunder shall be in writing and shall be deemed given when (i) delivered personally or (ii) by courier to the following address of the other party hereto or (iii) via email

If to the Company, to:

HomeLane HQ, BKN Ambaram Estates,  
Ramya Residency Commercial Building, 648/L,  
Old Madras Rd, Binnamangala, Hoysala Nagar, Indiranagar, Bengaluru, Karnataka- 560038

If to the Service Provider, to:

Shamrao .  
H.no 94 4th floor, 9th D cross road SBI colony jp nagar 1st phase Bangalore 560078

14. Severability. Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be invalid, illegal or unenforceable in any respect under applicable law or rule in any jurisdiction, such invalidity, illegality or unenforceability shall not affect the validity, legality or enforceability of any other provision of this Agreement or the validity, legality or enforceability of such provision in any other jurisdiction, but this Agreement shall be reformed, construed and enforced in such jurisdiction as if such invalid, illegal or unenforceable provision had never been contained herein.

15. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof and supersedes and preempts any prior understandings, agreements or representations by or between the parties, written or oral, which may have related in any manner to the subject matter hereof.

16. Service Agreement Controlling. To the extent of any conflict or inconsistency between the terms of this Agreement and any invoice, quote, statement or scope of work, proposal or any other agreement or arrangement between the Company and the Service Provider with respect to the subject matter hereof, the terms of this Agreement shall govern.

17. Successors and Assigns. This Agreement shall be enforceable by the Company and its successors and assigns. The Service Provider hereby agrees that it will not assign, transfer or delegate any rights and venue or obligations under this Agreement.

18. Governing Law and Venue. This Agreement shall be governed by and construed and enforced in accordance with the laws of India. Subject to Section 19 of this Agreement, the courts in Bangalore shall have the sole and exclusive jurisdiction in relation to any claim, dispute or matter arising out of or relating to this Agreement. Both parties submit to such jurisdiction, and waive any objection to venue and/or claim of inconvenient forum.

19. Arbitration. Any dispute arising out of, or in connection with, this Agreement which cannot be settled amicably, shall be settled by a sole arbitrator appointed in accordance with the (Indian) Arbitration and Conciliation Act, 1996. The seat and place of arbitration shall be Bangalore. The language of the arbitration shall be English. The arbitration award shall be final and binding on the Parties. The cost of arbitration except counsel fees shall be equally shared by the Parties.

20. Amendment and Waiver. The provisions of this Agreement may be amended or waived only by the written agreement of the Company and the Service Provider, and no course of conduct or failure or delay in enforcing the provisions of this Agreement shall affect the validity, binding effect or enforceability of this Agreement.

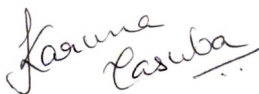
21. Counterparts. This Agreement may be executed by the use of electronic signature and in two counterparts, each of which shall be deemed to be an original and both of which together shall constitute one and the same instrument. Any signature delivered by facsimile or pdf electronic copy will be treated as an original.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED

By:



Name: Karuna Casuba

Designation: Associate Vice President Human Resources

By: \_\_\_\_\_

Name: Shamrao .

### Exhibit A

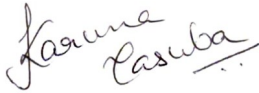
**Cost:** The Company agrees to pay Service Provider at a rate of INR 20000 (**the “Service Fee”**) excluding applicable GST. The Service Fee will be paid by the Company to the Service Provider, after making requisite deductions, if any, as per the applicable laws. Service Provider will provide Company with written estimates for any expenses and will obtain Company’s prior written approval for those expenses. In addition, the Service Provider shall provide documentation evidencing such approved expenses at the time such expenses are submitted for reimbursement.

**Timeframe:** From Aug 10, 2023 to Nov 10, 2023

**Day off:** Service Provider shall be entitled to 2 days off per month after providing at least 2 days prior intimation to the Company. 6 leaves will be carried forward to the following calendar year and the rest of the leaves will lapse. The Service Provider shall also have one weekly off as may be communicated to you from time to time.

HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED

By:



Name: Karuna Casuba

Designation: Associate Vice President Human Resources

By: \_\_\_\_\_

Name: Shamrao .

Annexure- A  
BUSINESS

Homevista Décor and Furnishings Pvt. Ltd is a Bangalore-based company and its main business is design, manufacturing and execution of Home Interiors. It was established in March 17th, 2014 (“**Business**”).

HomeLane is one of the brand names of the Business & its catering to interior Industry specially into design & furnishing various furniture products namely modular kitchen, Wardrobes, Entertainment Unit, Puja room, Study tables, Crockery unit, Shoe rack, etc. We have our own manufacturing setup & assembling unit which will help us to fulfill customer needs as per their specifications.

Our Vision: To become the market leader in providing customised furniture to the Indian Homeowner.

Organisation Principles : Customer Centricity  
Trust & Transparency  
Empathy  
Insist on High Standards  
Collaboration  
Frugality

**NON- DISCLOSURE AND NON- COMPETE AGREEMENT**

This Non-Disclosure Agreement, (hereinafter known as the “Agreement”) is made on Aug 10, 2023 by and between:

**HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED**, CIN: U74999KA2014PTC074222, a Company incorporated under the Companies Act, 1956, having its office at **HomeLane HQ, BKN Ambaram Estates, Ramya Residency Commercial Building, 648/L, Old Madras Rd, Binnamangala, Hoysala Nagar, Indiranagar, Bengaluru, Karnataka 560038** (hereinafter referred to as the “**Company**”)

AND

the Service Provider the particulars of whom are as follows:

**PARTICULARS OF THE PERSON**

1. Name: Shamrao .
2. Residential Address: H.no 94 4th floor, 9th D cross road SBI colony jp nagar 1st phase Bangalore 560078

3. PAN: LFXPS2376L (hereinafter referred to as “**Service Provider**”)

## **Article I: Scope of Agreement**

This Agreement acknowledges that certain confidential information, trade secrets, and proprietary data (hereinafter defined and referred to as “Confidential Information”) of or regarding the Company may be discussed between Service Provider and the Company (hereinafter known collectively as the “Parties”). The provisions set forth in this Agreement define the circumstances in which the Service Provider can and cannot disclose Confidential Information, and include the remedies, penalties and lawful action the Company may take should such information be used or disclosed by Service Provider. Both Parties agree that it is in their best interests to protect the Company’s Confidential Information, and that the terms of this Agreement create a bond of trust and confidentiality between them. In consideration of Service Provider’s commencement of services, or continued services with the Company, the Parties agree as follows:

## **Article II: Confidential Information**

**A. Definitions.** Confidential Information is any material, knowledge, information and data (verbal, electronic, written or any other form) concerning the Company or its businesses not generally known to the public consisting of, but not limited to, inventions, discoveries, plans, concepts, designs, blueprints, drawings, models, devices, equipment, apparatus, products, prototypes, formulae, algorithms, techniques, research projects, computer programs, software, firmware, hardware, business, development and marketing plans, merchandising systems, financial and pricing data, information concerning investors, customers, suppliers, and any other concepts, ideas or information involving or related to the business which, if misused or disclosed, could adversely affect the Company’s business.

### **B. Period of Confidentiality**

This Agreement will be effective from the date hereof and be valid during the Service Provider’s services with the Company or anytime thereafter. Upon termination, the Service Provider will, as directed by the Company at its option, return or destroy all Confidential Information, and no Confidential Information will be stored by the Service Provider in any form. Within 7 (seven) days after the request of the Company, the Service Provider will certify in writing that all Confidential Information has been so returned or destroyed. Notwithstanding the return or destruction of the

Confidential Information or the termination of this Agreement, the Parties will continue to be bound by their obligations of confidentiality hereunder, for 2 (two) years from the date of the

termination of the Service Provider's services with the Company.

**C. Limitations.** Service Provider shall limit access to Confidential Information to individuals on a strictly need-to-know basis, involving only those who are carrying out duties related to the Company and its business. Individuals under the Service Provider's command (affiliates, agents, Service Providers, representatives and other Service Providers) are bound by and shall comply with the terms of this Agreement.

**D. Ownership.** All repositories of information containing or in any way relating to Confidential Information is considered property of the Company. The removal of Confidential Information from the Company's premises is prohibited unless prior written consent is provided by the Company. All such items made, compiled or used by the Service Provider shall be delivered to the Company by Service Provider upon termination of services or at any other time as may be directed by the Company.

**E. Use of Confidential Information.** All Confidential Information: (a) will remain the property of the Company; (b) will be treated as confidential by the Service Provider, taking such action as will be necessary or desirable to preserve and protect the confidentiality of the Confidential Information; (c) will remain the intellectual property of the Company and the Service Provider will have no rights to the Confidential Information, except the limited right to use the Confidential Information in accordance with this Agreement; and (d) will not be disclosed to any third party other than the Service Provider. In the event that the Service Provider or any of its authorized representatives becomes legally compelled (including, without limitation, by law, or as part of a judicial or administrative proceeding (including, without limitation, by deposition, interrogatory, request for information or documents, subpoena, civil or criminal investigative demand or otherwise)) to disclose any of the Confidential Information, the Service Provider will provide the Company with immediate written notice of such requirement so that the Company may seek a protective order or other appropriate remedy or waive compliance with this agreement. In the event the Service Provider becomes compelled to disclose any of the Confidential Information in the circumstances stipulated above, the Service Provider will only disclose such information to the extent that the Service Provider is advised by written opinion of its legal advisers that they are so compelled to disclose (with copies of such written opinion to be given to the Company). The Service Provider will exercise its reasonable efforts to ensure that, to the maximum extent possible in the circumstances, confidential treatment will be accorded to such information.

**F. Service Provider Obligation.** Service Provider, unless directed by the company, either during the tenure of his services or thereafter disclose, divulge, or communicate to any person or persons whatsoever any information of a secret or confidential character relating to the trade or business of the Company or to the strategies, plans, methods, process, or by any of them or to any activities or experiments made by them, or any of them, or by any persons in their employ,

or relating to the prices paid or charged by, or the customers or suppliers of the Company or its Group Companies.

### **Article III: Compete**

**A.** During the Service Period and for a period of at least two (2) years after the Service Period, you shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, Service Provider or in any other capacity or manner whatsoever) or form your own company or do business which is similar to the business of the Company nor engage in any activity that conflicts with your obligations to the Company;

**B.** For a period of at least two (2) years after the termination of Service Period, you shall not be employed directly or indirectly carry on, assist, engage in, be concerned or participate in any of the Competitors business included but not limited to the illustrative list as mentioned in **Annexure A**.

**C. Solicit Business:** During the Service Period and for a period of at least two (2) years after the Service Period, you shall not solicit, endeavour to solicit, influence or attempt to influence any employee, client, existing or prospective customers or other person, directly or indirectly, to purchase his product in lieu of Company's products and/or services, to any person, firm,

corporation, institution or other entity in competition with the business of the Company.

**D.** You shall not at any time make any negative or disparaging statements or comments about the Company, including the Company's business technologies, market position, employees, performance, services and other similar information concerning the Company, either as fact or as opinion.

### **Article IV: Entire Agreement**

**A. Previous Agreement.** This Agreement constitutes the entire agreement between the Parties relating to the subject matter hereof, and all prior agreements, understandings, writings, or negotiations, whether written or oral, are hereby superseded. No failure or delay by either party in exercising its rights hereunder will operate as a waiver thereof. This Agreement may not be waived or amended except by written agreement of both Parties.

**B. Modifications and Amendments.** No modifications, amendments, changes or alterations can be made to the Agreement unless in writing and signed by authorized representatives of both Parties.

**B. Successors and Assigns.** This Agreement shall be binding upon the successors, subsidiaries, assigns and corporations controlling or controlled by the Parties. The Company may assign this Agreement to any party at any time, whereas Service Provider is prohibited from assigning any of their rights or obligations in the Agreement without prior written consent from Company.

#### **Article V: Nature of Relationship**

**A. Non-contract.** The Agreement does not constitute a contract of services, nor does it guarantee continuing services for the Service Provider.

**B. Non-partner.** The Agreement does not create a partnership or joint venture between Company and Service Provider. Any financial arrangements made between both Parties shall not be included in this Agreement but must be disclosed in a separate document.

#### **Article VI: Severability**

Any provision within the Agreement (or any portion thereof) deemed invalid, unlawful or otherwise unusable by a court of law shall be dissolved from the Agreement and the remainder of the Agreement shall continue to be enforceable. A severed provision shall not alter the integrity of the Agreement, and the terms set forth in any severed provision shall be construed in such a way as to interpret the purpose for which it was drafted.

#### **Article VII: Governing Law**

**A.** This Agreement shall be governed by and construed in accordance with the laws of India and, courts at BENGALURU will have the exclusive jurisdiction in respect of any matter or dispute connected with this Agreement.

**B.** If any dispute or claim between the Parties arises out of or in connection with this Agreement (“Dispute”), such Dispute will be referred to and finally resolved by arbitration in accordance with the provisions of the (Indian) Arbitration and Conciliation Act, 1996 or any modifications thereof, by a sole arbitrator. The place of arbitration will be BENGALURU The language to be used in the arbitral proceedings will be English. The cost of arbitration will be equally divided between the Parties except counsel fee.

#### **Article VIII: Immunity**

Disclosing Confidential Information to an attorney, government representative or court official in confidence while assisting or taking part in a case involving a suspected violation of law is not considered a breach of this Agreement. Should the Service Provider be required to disclose



Confidential Information by law, the Service Provider shall provide Employer with prompt notice of such request.

#### **Article IX: Breach of agreement**

**A. Cause for Action.** Service Provider understands that the use or disclosure of any Confidential Information may be cause for an action at courts of Bengaluru and that the Employer shall be entitled to an injunction prohibiting the use or disclosure of the Confidential Information.

The Service Provider will indemnify the Company and its subsidiaries and group companies, and its directors, officers, representatives, Service Providers or agents against all claims, actions, damages, losses, costs (including solicitor and client costs on an indemnity basis) and expenses howsoever and whatsoever incurred by the Company and its subsidiaries, group companies, and/or its respective directors, officers, representatives, Service Providers or agents may incur or be subjected to as a result of or in connection with any breach by the Service Provider or any of its authorized representatives of this Agreement.

**B. Injunctive Relief.** The Service Provider understands and agrees that the use or disclosure of Confidential Information could cause the Company irreparable harm and the Company has the right to pursue legal action beyond remedies of a monetary nature in the form of injunctive or equitable relief. This may be in addition to any other remedy, penalty or claim the law can provide.

**C. Notice of Unauthorized Use or Disclosure.** Service Provider is bound by this Agreement to notify the Company in the event of a breach of agreement involving the dissemination of Confidential Information, either by the Service Provider or a third party, and will do everything possible to help the Company regain possession of the Confidential Information.

**D. Violation of non-compete and non-solicitation.** The Service Provider understands and agrees that the violation of the covenants and obligations as prescribed in Article III of this agreement will cause the Company, irreparable injury. Therefore, the Company shall be entitled to an interim injunction, restraining order or such other equitable relief as a court of Bengaluru jurisdiction may deem necessary or appropriate to restrain you from committing any violation of the covenants and obligations. These injunctive remedies are cumulative and are in addition to any other rights and remedies that the Company may have against you as provided under laws.

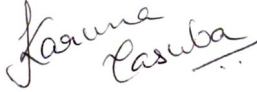
#### **Article X: Prevailing party**

In a dispute arising out of or in relation to this Agreement, the Company shall have the right to collect from the Service Provider its attorney fees, costs and necessary expenditures.

IN WITNESS WHEREOF, the Parties hereto agree to the terms of this Agreement and signed on the dates written below.

Signed and delivered for and on behalf of

**HOMEVISTA DECOR AND FURNISHINGS PRIVATE LIMITED**



Name: Karuna Casuba

Designation: Associate Vice President Human Resources

Signed by

---

Name: Shamrao .

Date: Aug 10, 2023

**OL No: AM2998****Date : 29 May 2023**Dear **Shreeram B S**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **19 June 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 19 June 2023**Training Period : **19 June 2023 to 28 June 2023 - (Unpaid)**On the Job Training Start Date: **29 June 2023**On the Job Training End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8.5 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **19 June 2023**.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

### **Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

## Traineeship/Internship Offer Letter

Date: 12-Jun-2023

Dear Srenika Mhalsekar,

We are pleased to offer you a Trainee position with INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED (the "Company"). This is an extension of educational training. Our goal is for you to learn more about technology and industry.

You shall be designated as **Junior Operations Analyst - Trainee**, for the period of **9 months** starting from **21/06/2023 till 31/03/2024**. On completion of the training period, on mutual discussion, your appointment shall be confirmed and communicated to you in writing if the Company finds you to be suitable for the identified post. The company will have the right to reassign or terminate the training if your performance or conduct does not fit standards of the company.

As Trainee, you will not be a Company employee. Therefore, you will receive stipend amount indicated below and be eligible for approved holiday pay, vacation pay and sick leave. You would not be eligible to receive salary, wages, benefits or other compensation. We are pleased to offer the following stipend during the period of training.

Compensation Heads	Amount / Monthly (INR)
Training Allowance	30,000

During your training period, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your traineeship/internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written communication.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to HR.

Your joining location would be **Bangalore / Pune**

If you have any questions, please do not hesitate to contact HR at [Varunchand.cm@stonex.com](mailto:Varunchand.cm@stonex.com) & [Mayuri.jain@StoneX.com](mailto:Mayuri.jain@StoneX.com)

Yours sincerely,

*Molly Thomas*

Director – Talent Acquisition Programs

For INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED

---

I accept the internship with the Company on the terms and conditions set out in this letter.

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

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

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

# Employment Offer Letter

Dear Srenika Mhalsekar,

Date: 12-Jun-2023

With reference to the discussions, you had with us, it gives us great pleasure to inform you that we have found you suitable as below.

We are pleased to offer the following compensation as part of your employment, subject to your conversion from Trainee to Regular Full Time Employee upon good standing performance and conduct. Your job title would be **Junior Operations Analyst**.

Compensation Heads	Amount / Annual (INR)
Basic Salary	400,000
HRA	160,000
Special Allowance	137,080
<b>Retirals and Health Benefits</b>	
Employer's PF contribution	21,600
Insurance (Medical, Accident, Term)	25,000
<b>Allowances</b>	
Leave Travel Allowances	33,320
Broadband Allowances	48,000
<b>CTC (INR)</b>	<b>8,25,000</b>

In addition to the above fixed CTC, per your eligibility you will be awarded annual performance linked **Bonus** and **Gratuity** as per statutory norms.

<b>Bonus**</b>	<b>82,500</b>
----------------	---------------

\*\*An indicative number is 10%, that varies based on performance.

This letter of offer is only provisional and your confirmation acknowledgement within five days to the contents of this communication is a pre-requisite for the formal letter of appointment that will be issued to you to confirm your appointment.

Your joining location would be **Bangalore / Pune** and tentative date of joining will be on or before 1<sup>st</sup> April, 2024

Yours sincerely,

*Molly Thomas*

*Mhalsekar*

Director – Talent Acquisition Programs

For INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED



Title	Offer Letter - Revised
File name	Srenika Mhalsekar..._Offer Letter.pdf
Document ID	ee8bb9636e3b9b95cb4a6f30a6c9a2ed8ec53177
Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document History



SENT

**06 / 12 / 2023**

15:54:33 UTC

Sent for signature to Srenika Mhalsekar  
 (srenikamhalsekar99@gmail.com) from varunchand.cm@stonex.com  
 IP: 163.116.205.119



VIEWED

**06 / 12 / 2023**

16:56:34 UTC

Viewed by Srenika Mhalsekar (srenikamhalsekar99@gmail.com)  
 IP: 223.237.235.242



SIGNED

**06 / 12 / 2023**

17:03:25 UTC

Signed by Srenika Mhalsekar (srenikamhalsekar99@gmail.com)  
 IP: 223.237.235.242



COMPLETED

**06 / 12 / 2023**

17:03:25 UTC

The document has been completed.

FT\COL\23-24\036

**Date:** 04 July, 2023**Manjusha P**

Subject: Offer letter for the position of Program Manager (Campus)

Dear Manjusha,

Subsequent to your successful interview with Kalvium, we are pleased to offer you the position of Program Manager (Campus) in our organization. We believe your skills and experience are an excellent match for our company. In this position, you will be reporting to **Dhananjay Ramakrishnappa**.

We are excited to have you join our team! We're certain that you will uphold the **Values of Kalvium** (enclosed within Annexure-I of this letter) and help us scale great heights. We are hopeful that your association with us will be a long and meaningful one.

During the training period, you will be working in the Kalvium campus indicated by your reporting manager, post which you will be placed in any of the Kalvium campuses. Your monthly stipend during the training period is **INR 15,000**. Your stipend provided is subject to TDS deductions. Contingent on a successful performance review, you will be offered a full-time Consultant Opportunity as Program Manager (Campus) with Kalvium after the training period of 3 months with consideration of **INR 7,00,000** including one-time payment of INR 1,00,000 which will be paid after completion of 1 year, which is subject to the applicable TDS deductions. Your training will be subject to the Terms and Conditions enclosed within Annexure- II of this letter.

Reporting Location: Asian Institute of Design, 41, HAL Old Airport Rd, Murugeshpalya, Nanja Reddy Colony, Jeevan Bima Nagar, Bengaluru, Karnataka 560017.

Joining Date: 06 July, 2023

Best,

For  
KalviumMalavika  
HR Generalist

TDS - Tax Deduction at Source must be deducted at source as per the provisions of the IT Act, 1961 when the total stipend payable to the consultant in a financial year exceeds INR 30,000. TDS (10% of the pay) deducted at the time of payment will be reflected in your PAN linked Income Tax account, which can be claimed at the time of your IT filing if your overall income in the financial year is within the tax exemption limits.

## **ANNEXURE- I** **About Kalvium**

Undergraduate education is where careers begin. UG degree programs are supposed to skill students personally and professionally and make them industry-ready. But, they are miserably failing. As a start to solving this problem, Kalvium is completely reimagining technology degree programs. By leveraging technology and a well-rounded curriculum, Kalvium aims to nurture future CTOs, CEOs, and Tech Entrepreneurs of the world.

In order to achieve such a daunting goal, a shared value system is crucial. These are the collective values that guide us and define how we behave at work:

**We want to make the world's education more relevant & engaging.**



**We respect and trust each other.  
We disagree with candour and  
courtesy**



**We are pirates who challenge and  
change the status quo, and enjoy  
doing so.**



**We obsess on  
student experience  
& outcomes above  
all**



**We seek out technology  
leverage to accelerate our  
mission**



**We improve things  
regularly, rather than chase  
perfection**

## **ANNEXURE- II**

### **Terms & Conditions**

This Appendix comprises the terms and conditions of the engagement as agreed between Kalvi Career Education Pvt. Ltd, a company incorporated and registered under the provisions of the Company's Act 2013 and having its registered office at C258, Prestige Palms, ECC Road, Whitefield, Bengaluru -560066 (known as and referred to as "Kalvium" for all purposes and intents) and the individual who has been appointed as per this Offer Letter.

**1. General policies and guidelines:** You will be governed by all company policies and rules without limitation that are applicable, enforced, or altered and may be communicated to you from time to time through email or through printed material during the course of your employment with Kalvium. You are expected to carefully read, and keep yourself abreast of, these policies and rules. For any clarification on policies and rules, please feel free to get in touch with the People Operations team.

**2. Resignation:** If you resign before the completion of the specified training period, you are expected to serve 15 days notice period. Post the training period, you are expected to serve a 30 days notice period.

**3. One-time Payment:** One- time payment will be made post completion of one year in the full time consultant role of Program Manager (Campus).

**4. Work Standards and Ethics:** You will be expected to discharge the duties assigned to you from time to time with due diligence, integrity, and responsibility to the entire satisfaction of the management and also maintain a high standard of work expected. Kalvium reserves the right to terminate the engagement without any notice if the performance does not meet the expected standards. The decision of conversion to full time is at the sole discretion of the management and will depend on performance. The training can be terminated or extended if performance has not reached the expected benchmarks set for the role.

**5. Work Mode:** Kalvium has different modes of work – depending on roles and expectations. Your mode of work is **Work from Campus**. Your work timing and days will be conveyed by your reporting manager. Please note that the mode of work and timings proposed could change at a later point, depending on business objectives. We, at Kalvium, follow flexible working hours (in the true spirit of all things being liberal). We value efficiency and the quality of deliverables above the amount of time spent at work. While the hours are flexible, you are generally expected to be available and responsive from **9 am to 6 pm** on working days (or any other time window specified by the reporting manager) – to sync up effectively with teammates. Your working days is **six days** working. It is also expected that you will be present for client, internal and all-hands meetings - as and when decided by stakeholders.

**6. Device Policy:** We follow a Bring Your Own Device (BYOD) policy at Kalvium and require individuals to use their own devices for work. You are required to ensure proper maintenance of these devices and proper high-speed internet to ensure work productivity in your respective roles.

**7. Holidays:** Your holidays will be aligned to the holiday calendar of the university

**8. Material breach:** In the event, you are in material breach of your duties and obligations, or commit a breach of trust, gross indiscipline or misconduct, financial irregularities, breach of confidentiality/non-disclosure, refusal to carry out reasonable instruction and the like, or commit a breach of Kalvium policies or any of the terms and conditions set forth herein, Kalvium reserves the right to immediately terminate you from your services without any notice or payment in lieu thereof. Kalvium further reserves the right to other legal recourse as it deems fit to protect its legitimate interests.

**9. Unauthorized absence:** You will be expected to pre-approve your absences from work. Any unauthorized absence will be treated as Loss of Pay automatically and a formal enquiry will be initiated leading to disciplinary action. Multiple such instances and/or long periods of unauthorized absences will be liable for termination without any notice or payment in lieu thereof.

**10. Transfers:** At any time during the period of appointment, you can be transferred in such other capacity that the company may determine, to any other Department/ Branch/ Establishment/ Location or any other Company under the same management without adversely affecting your emoluments and general condition of service.

**11. Exclusivity:** Your appointment in the company is full time and you will be expected to devote yourself exclusively to the business of the company. You will not engage yourself in any other gainful employment or business (part-time or full-time) as long as you are employed in the company. Any action contrary to this will be considered a material breach of this agreement.

**12. Confidentiality:** You will not divulge or make any information public related to any aspect of the company to

anyone not employed by the company. You will not reproduce, store in a retrieval system or transmitted in any form or by any means – electronic, mechanical, photocopying, recording, scanning, or otherwise – any copyrighted material or confidential information, for your own benefit or for any third party, either during the term of your engagement or thereafter. You will not divulge your compensation details to other employees at Kalvium. You will be required to return all documents and property (including copies thereof) belonging to Kalvium or belonging to its clients or any of Kalvium's associates or branches before your last working day in order to obtain release. You are also specifically restrained from keeping copies or extracts of any Kalvium's material with you, after the last day of your engagement. Upon termination of your engagement with Kalvium, you will surrender to Kalvium, all such Confidential Information including without limitation- data, information, files, books magazines, reports, documents, manuals, audio and video, and any other knowledge database given to you in the course of your engagement and shall not retain any copy thereof in any form whatsoever.

**13. Intellectual property rights:** You acknowledge and agree that the intellectual property rights of all existing and future materials, information, and technology of any nature created by you during the course of your employment, either singly or jointly with other people, are the exclusive properties of Kalvium with unfettered rights for utilization or disposal of the same. You also acknowledge and agree that Kalvium can use or adapt such material to which you have contributed, in any manner and without expressly acknowledging your individual contribution. Any work or research you create or perform that results from or is suggested by the work that you do on behalf of Kalvium during the course of your engagement with Kalvium shall be considered a "work product" and shall be the sole and exclusive property of Kalvium. You hereby grant and assign to Kalvium all rights, title, and interest in any and all intellectual property that you develop while you are employed with Kalvium and waive any rights therein.

**14. Declaration of no conflict of interest:** You confirm that as on your date of joining, you do NOT have any business, professional or other interests that may be conflicting with the activities or business interests of Kalvium.

**15. Non-solicitation:** During the period of your engagement with Kalvium and for a period of one year after the termination of your employment with Kalvium for any reason, directly or indirectly, recruit, solicit, or otherwise induce or attempt to induce any employee of Kalvium to leave the employment of Kalvium, nor hire any such employee at any enterprise with which you are then affiliated.

**16. Jurisdiction:** Any disputes arising out of this contract will be settled in the court of law under Bangalore jurisdiction.

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#### ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions.



Manjusha P

Date: 05/07/2023



08 January 2023

Diganth Indresh

Bangalore - Ulsoor Road

Dear Diganth,

#### Offer Letter

Further to your application and discussions with us, we, ICICI Prudential Asset Management Company Ltd., (hereinafter "Company") have pleasure in offering you appointment with effect from **02 May 2023** as per details given below:-

Designation : **Executive Trainee**  
Department : **Retail Sales**  
Grade : **Executive Trainee**  
Location : **Bangalore - Ulsoor Road**

The other terms and conditions of your appointment are as follows:

- 1. SALARY:** Your salary and allowances, on joining will be as mentioned in Annexure enclosed herewith. You will be governed at all times by the policies, procedures and rules of the company related to these salary, allowance, benefits and perquisites. Further the company may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- 2. JOB ASSIGNMENTS:** You may during the course of your employment be given any assignment arising out of the Company business that the Company, in its judgment, feels is suited to your background, qualifications or experience.
- 3. TRANSFER:** The Company may transfer you to any of its offices in India or abroad on such terms and conditions as are applicable to such transfer as per company rules.
- 4. PROBATION:** You will be on probation for a period of one year or such extended period as may be decided by the Company based on your performance during the probation period. On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Company.

**ICICI Prudential Asset Management Company Limited**

Corporate Identity Number: U99999DL1993PLC054135

Registered Office: 12th Floor, Narain Manzil, 23 Barakhamba Road, New Delhi 110 001.

Corporate Office: ONE BKC, A - Wing, 13th Floor, Bandra-Kurla Complex, Bandra (East) Mumbai 400 051, India. Tel.: 91-22-2652 5000 www.icicipruamc.com

Central Service Office: 2nd Floor, Block B-2, Nirlon Knowledge Park, Western Express Highway, Goregaon (E), Mumbai 400 063, India. Tel.: 91-22-2685 2000 Fax: 91-22-26868313

Customer Care helpline: 1800 222 999 (MTNL / BSNL Lines) & 1800 200 6000 (Non MTNL / BSNL Lines)

Email: enquiry@icicipruamc.com

**5. SERVICE CONDITIONS:** During the period of your employment with the company, you shall be governed by and bound by the service rules and regulations of the company and the amendments that may be brought into force from time to time and the rules governing business conduct and secrecy.

a. You shall maintain the Company's and client's confidential information and not disclose it to third parties or and to other employees unless such persons have a "need to know" without prior written approval of the Company.

i. You shall not trade on such information or otherwise misuse the information or violate SEBI's Insider Trading Regulations of 1992. You shall abide by the guidelines issued by the company on personal trading in securities;

ii. You shall not accept, directly or indirectly, any commission, share in profits, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

b. You are not authorized to and must not at any time:

i. Enter into any transaction of a speculative or gambling nature, or otherwise subject the Company to any loss financial or to its reputation;

ii. Enter into any commitment, dealing or obligation on behalf of the Company, except to the extent permitted specifically in writing.

c. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

d. You shall not, without the prior written consent of the Company, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to your area of activity in the Company.

**6. VALIDITY OF CONTRACT:** This contract is valid:

a) Subject to satisfactory verification.

b) Subject to your acceptance of the offer within the time limit stipulated, and

c) Subject to your joining your duties on or before **02 May 2023**.

However, your last date for joining your duties may be extended in writing by an authorized executive of the company.

In the event of any dispute regarding the terms and conditions of your appointment, you will be subject to the jurisdiction of the relevant courts of law at Mumbai.

**7. TERMINATION OF SERVICES:**

**A)** In the event, the termination of the employment is initiated by you (employee) then the following shall apply:

i. You shall serve a notice of 3 (three) months. However, the Company at its discretion may relieve you of your duties earlier than the completion of the aforesaid notice period. In the event of your early release, you shall be paid salary up to your last working day;**OR**

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Email: enquiry@icicipruamc.com

ii. In lieu of the aforesaid notice period, you shall have to pay salary, as per the Separation Policy of the Company for a period from the last working day till the end of 3 months' notice period.

You are requested to note that the options listed in (i) and (ii) above are at the discretion of the Company and any decision taken in this regard shall be binding on the employee.

**B)** In the event your employment is terminated by the Company, then the following shall apply:

i. The Company at its own discretion shall ask you to serve a notice for a period of 3 (three) months ; **OR**

ii. The Company may pay you the equivalent of 1 (one) month's remuneration and release you from your duties with immediate effect.

**C)** In the event of termination of your employment by the Company for the reasons as enumerated below, the Company shall have the right to terminate your services forthwith without any notice and/ or any liability whatsoever:

i. Termination due to any act of dishonesty, disobedience, insubordination, incivility intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence on your part in the discharge of your duties or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation of any of the Company Policies & Rules;

ii. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offense involving moral turpitude; or

iii. Your death or total disability.

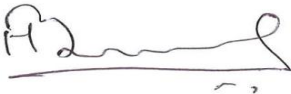
8. You shall be governed and shall be entitled to all the benefits as laid down in the Maternity Benefit Act 1961, and shall be entitled to the right to compensation as laid down in the Employees Compensation Act 1923 if applicable to you, as amended from time to time.

**9. ACCEPTANCE:** If the terms and conditions of appointment enumerated in this letter of appointment are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this letter and return it to the company.

Yours faithfully,

For and on behalf of,

ICICI Prudential Asset Management Company Limited



Nikhil Bhende  
Head – Human Resources

**ICICI Prudential Asset Management Company Limited**

Corporate Identity Number: U99999DL1993PLC054135

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Email: enquiry@icicpruamc.com



**ANNEXURE**

Name	Diganth Indresh
Designation	Executive Trainee
Grade	Executive Trainee
Department	Retail Sales
Location	Bangalore - Ulsoor Road
Date of Joining	02 May 2023
<b>Salary Components P. A.</b>	<b>Amount (in Rs. p.a)</b>
Basic	₹90,000.00
House Rent Allowance	₹45,000.00
Special Allowance	₹195,903.00
<b>Gross Total</b>	<b>₹330,903.00</b>
Employer's Contribution to Provident Fund	₹21,600.00
Gratuity	₹7,497.00
<b>Total Fixed Pay</b>	<b>₹360,000.00</b>
Confirmation Bonus**	₹75,000.00
<b>Total Compensation</b>	<b>₹435,000.00</b>
<b>You will be covered under company's medical insurance scheme with limits as mentioned below:</b>	
Mediclaime cover for self & 4 dependents	₹400,000.00
Life Insurance cover for self	₹1,500,000.00
Accidental Disability Insurance cover for Self	₹3,000,000.00
<b>*Confirmation Bonus will be paid to you on successful completion of your Executive Trainee period.</b>	
<b>*Employees who have resigned / serving notice at the time of payout will not be eligible for bonus.</b>	

**NISM Certification:**

This offer is valid subject to you clearing the NISM Certification  
Module Name - NISM Series - V-A- : Mutual Fund Distributors Certification Examination  
Website - <http://nism.ac.in/certification/index.php/nism-certifications>

**ICICI Prudential Asset Management Company Limited**

Corporate Identity Number: U99999DL1993PLC054135

Registered Office: 12th Floor, Narain Manzil, 23 Barakhamba Road, New Delhi 110 001.

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Customer Care helpline: 1800 222 999 (MTNL / BSNL Lines) & 1800 200 6000 (Non MTNL / BSNL Lines)

Email: [enquiry@icicipruamc.com](mailto:enquiry@icicipruamc.com)

## LETTER OF OFFER

To, Guruprasad J R,  
Dayanand Sagar University

20 June, 2023

Dear, Guruprasad

With reference to your application for Internship in our company and the subsequent decision we had, we are pleased to offer you an appointment in our company on following terms and conditions.

You will be designated for "Full Time Intern - Finance & General Management" your place of work will be Mumbai. Your Reporting will be Virtual to Head Office Mumbai.

As you will be receiving academic credit for this position you will be paid on for a lump sum amount looking at your performance based on management decision after completion of your internship.

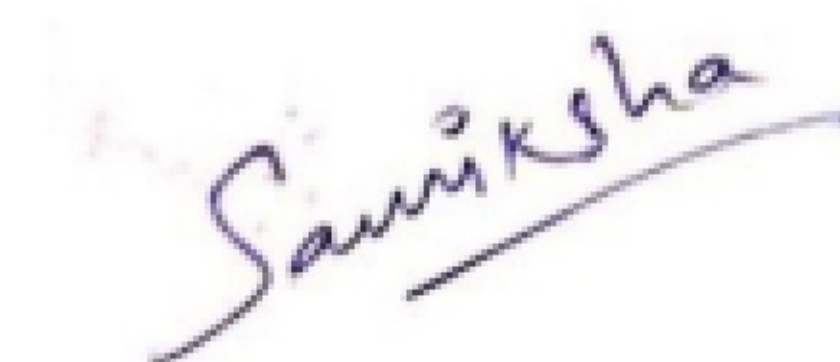
Duration	2 Months
Stipend	15,000 INR - 30,000 INR (Fixed + Variable)

Additionally, Students do not receive benefits as a part of their Internship. You will receive Certificate after completion of Internship for your academic purpose.

Looking at your internship performance we will have PPO (Pre-Placement Opportunity) which will be followed by normal recruitment process.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaningful internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe India Pvt. Ltd.

 C-103,1stFloor,  
Shree Sai Tower CHSL,  
Sodawala Lane  
Borivali West, Mumbai  
Maharashtra - 400092.

## LETTER OF OFFER

To, Divya Singi,  
Dayanand Sagar University

20 June, 2023

Dear, Divya

With reference to your application for Internship in our company and the subsequent decision we had, we are pleased to offer you an appointment in our company on following terms and conditions.

You will be designated for "Full Time Intern - Marketing/ Business Development & General Management" your place of work will be Mumbai. Your Reporting will be Virtual to Head Office Mumbai.

As you will be receiving academic credit for this position you will be paid on for a lump sum amount looking at your performance based on management decision after completion of your internship.

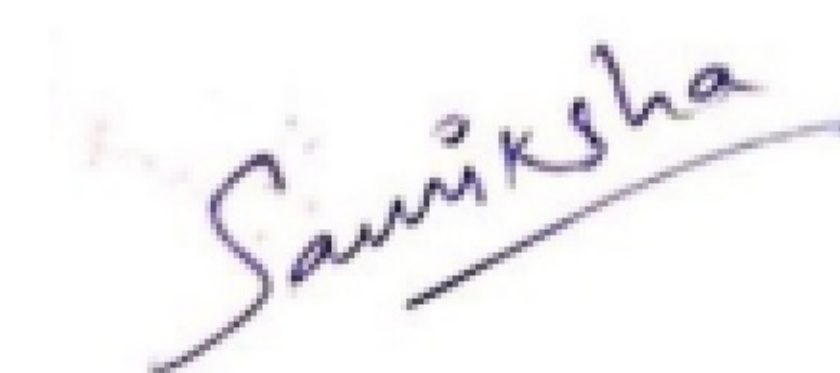
Duration	2 Months
Stipend	15,000 INR - 30,000 INR (Fixed + Variable)

Additionally, Students do not receive benefits as a part of their Internship. You will receive Certificate after completion of Internship for your academic purpose.

Looking at your internship performance we will have PPO (Pre-Placement Opportunity) which will be followed by normal recruitment process.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaningful internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe India Pvt. Ltd.

 C-103,1stFloor,  
Shree Sai Tower CHSL,  
Sodawala Lane  
Borivali West, Mumbai  
Maharashtra - 400092.



MOZO HUNT PRIVATE LIMITED  
B-261, TOWER-A, New Ashok Nagar,  
Delhi, 110096  
CIN: U74940DL2021PTC387941  
www.mozohunt.com  
info@mozohunt.com

Date: 13/05/2023

**Vidya shree R,  
Dayananda Sagar University**

I am pleased to confirm your acceptance of an internship as Management Trainee in the Marketing & Sales and Finance with (**MOZO HUNT**). Your duties and assignments for this position is as follows (brief description or attach job description).

Internship Project: **Summer Internship**

Your first day of work will be **15<sup>th</sup> June 2023**. You will work 48 hours in a week.

As an intern, you will not be a Company employee. You will not be eligible for any benefits that the Company offers its employees, including, but not limited to, health benefits, holiday pay, vacation pay, sick leave, retirement benefits, you understand that participation in the internship program is not an offer of employment, and successful completion of the internship does not entitle you to employment with the Company. During your internship, you may have access to confidential, proprietary or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all of its property, equipment, and documents.

Financial take home: Rs 7k (Rewards linked 6% to employee CRM Panel on performance).

For Best Performer, we can offer PPO. The compensation offered by Mozo Hunt Pvt Ltd. includes a CTC of Rs. 4-6 LPA and a pay per performance up to Rs. 2-2.5 LPA. Further career growth will depend on candidates' performance and will be rewarded accordingly.

Sincerely,  
Company Representative

**Vishakha Singh**

Date: 18th November 2022

Name of Candidate: **Ms. Sanju Simran**

Subject: Offer Letter

Dear **Sanju**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Pune** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

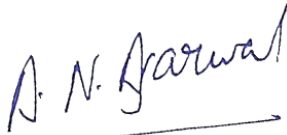
Your proposed date of Joining is **08th February 2023**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt. Ltd.**



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms. Sanju Simran**

**Annexure I**

Earnings	Per Month	Annually
Basic Salary	18300	219600
HRA	7320	87840
Conveyance	800	9600
Others	3580	42960
<b>Gross Salary</b>	<b>30000</b>	<b>360000</b>
Deduction		
P.T.	200	2500
<b>Net Salary</b>	<b>29800</b>	<b>357500</b>
Indicative Incentive *	40000	480000
<b>Total CTC (Including Incentive)</b>	<b>70000</b>	<b>840000</b>

**Note: -**

- Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.
- There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.
- PF if applicable, shall be part of CTC.

Refinitiv India Shared Services Private Limited  
Registered Office: One World Centre, 12th Floor  
Tower 1, 841 Senapati Bapat Marg,  
Mumbai 400 013, Maharashtra, India  
CIN: U72200MH2018FTC309675



**LSEG**

Date: 7/12/22

Name & Address: Kanya Godigav  
Bangalore

Dear Kanya Godigav.

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the parties and as such does not constitute any contractually binding relationship between the parties, unless and until the parties sign the definitive Employment Agreement. The Company reserves its rights to revoke or not to pursue this LOI without any cause or notice.

Please note that this LOI is not deemed to be considered for purpose of joining Company.

Thank you for interest and stay tuned to hear from us.

Yours sincerely,

**For Refinitiv India Shared Services Private Limited**

Refinitiv India Shared Services Private Limited  
Registered Office: One World Centre, 12th Floor  
Tower 1, 841 Senapati Bapat Marg,  
Mumbai 400 013, Maharashtra, India  
CIN: U72200MH2018FTC309675



**LSEG**

Date: 7/12/22

Name & Address: Kanya Godigav  
Bangalore

Dear Kanya Godigav.

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the parties and as such does not constitute any contractually binding relationship between the parties, unless and until the parties sign the definitive Employment Agreement. The Company reserves its rights to revoke or not to pursue this LOI without any cause or notice.

Please note that this LOI is not deemed to be considered for purpose of joining Company.

Thank you for interest and stay tuned to hear from us.

Yours sincerely,

**For Refinitiv India Shared Services Private Limited**



## Offer Letter for Internship Placement

**Dated: 21<sup>st</sup> June 2023**

Mr. Anil N  
Official/Authorized Signatory,  
Bangalore University  
Mysore Rd, Jnana Bharathi,  
Bengaluru, Karnataka 560056

**Sub:** - Internship Placement in POSHWAY Consultants & Co.

**Ref:** Mail dated 04<sup>th</sup> March 2023.

This is in pursuance to mail wherein we have screened students from Bangalore University, Bengaluru and Mr. Anil N of MBA has been finalised in our organisation for the internship placement. It is stated that we would be able to accommodate the student as an Intern in the **Finance Division** from **28<sup>th</sup> June 2023 to 28<sup>th</sup> August 2023** in an **Online mode**. The intern would be reporting to Senior Managers at POSHWAY Consultants & Co. The intern would be governed by the terms and conditions mentioned in Annexure A.

This is a performance-based internship constituting sales and corporate learning during which specific tasks in regard to Life stage Planning, Client handling and acquisition, Market Research reports and HRM would be provided to student and their skills would also be enhanced using first-hand practice during on-job training.

This internship offer is subject to the submission of Declaration (Form enclosed) by the student and his/her Parent/Guardian to POSHWAY Consultants & Co.

With Warm Regards

Ms. Shivani Kadam  
(HR Executive)  
Mob. +91 8076719516  
Email: [hr@poshwayconsultants.com](mailto:hr@poshwayconsultants.com)

**Copy to: Mr. Anil N, Student of MBA at Bangalore University, Bengaluru.**

## Annexure A

**You shall be governed by the following terms and conditions of service during your internship with Poshway Consultants & Co.**

1. You are being hired as a Full-Time Intern. You would be reporting to the Senior Manager and Research/Financial Analyst assigned for the course of the internship, who will assign you tasks and responsibilities. You may also get in touch with HR in case of any queries for general day to day work.
2. It would be mandatory for you to share a filled-in form (KYI- Know Your Intern) which would include your Personal details (Name, Education Qualification, Aadhar Card, PAN Card, Bank Account Details) and other details (like your area of interest, expertise, etc.)
3. Training and Development session would be conducted regularly, and they might be scheduled on Sundays as well, subject to Mentor availability. You would be updated prior in case of sessions, being on Sunday and attendance is compulsory during these sessions. Also, feedback and evaluations would be scheduled at regular intervals, including details on overall progress and internship experience. It would also be compulsory for you to take part in simulation exercises, cohorts as per best fit.
4. You will be required to update your Senior Manager for any forthcoming events (if any) in advance to ensure work can be planned accordingly.
5. Sessions in evening for Reporting Hour in regard to inputs and queries would be compulsory, even if the Internship is Online/Offline. This would also help in clearing queries and improving the overall learning.
6. All the works produced at or in relation to Poshway Consultants & Co. will be the intellectual property of Poshway Consultants & Co. You are strictly prohibited from storing, copying, sharing and distributing any confidential information for clients, employees and any external stakeholder to any third party under any circumstances.
7. We ensure data privacy and security for our customers, clients, companies data and contact details and a confidentiality agreement is also signed with all clients. Poshway Consultants & Co. operates with zero tolerance in regard to data security and privacy guidelines to avoid lawsuits and breaches of NDA's for any client. Therefore, data meant for circulation within internal stakeholders must be kept as is, and any particular client's specific details must not be shared with any third party under any circumstances.



8. You are expected to hand over all the data stored/confidential information for client to your Senior Manager and it must be deleted from your system/device. Using this data in the public domain might even attract lawsuits from both clients and Poshway Consultants & Co.

9. You shall not engage yourself, directly, indirectly or in any capacity to any other organisation (other than your college) during the appointment period. You will be liable to be terminated forthwith by the company in the event of this breach.

10. You are expected to behave reasonably and professionally with your Senior Manager, clients and other key stakeholders during the internship appointment period. The company may terminate this agreement under the situation of in-disciplinary behaviour.

11. We would also like to offer Final Placement for Students who complete their duties timely, take responsibility for their work and are keen on achieving perfection in whatever they do. This would also be followed by appreciation and rewards.

12. Any damage to organisational property during the time of appointment would attract fines/penalties in lieu of damaged property.

13. We at Poshway Consultants & Co. keep our principles and our core values to utmost importance and you are also required to abide by the same.



## ACCEPTANCE

I have negotiated, agreed, read and understood all the terms and conditions of this offer letter as well as Annexure A hereto and affix my signature in complete acceptance of the terms of the letter.

**Dated:**

**Place:**

**Name:**

**Signature:**

**\*Note:** You are also requested to carry a copy of this letter, original documents (Aadhar Card, PAN Card, soft copy of Bank Account details) etc., on the very first day of the appointment).



## Internship Letter

Date: 26-07-2022

Dear **Anil N**,

Congratulations!!!

Based on your application and subsequent discussions you had with us, we are pleased to offer you an internship at our company in the Sales Department at our office.

Your internship shall commence on **01-08-2023** and shall end on **01-11-2023**.

The purpose of this educational internship is for Intern to learn about Company's business and to gain valuable insight and experience. The terms and conditions of your internship with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.
2. You are eligible for a stipend of Rs 15,000/month during the Term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company.
3. The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with the Company.
4. The Intern will receive direct and close supervision by an appropriate supervisor.
5. The company is not liable for injury sustained or health conditions that may arise for the intern during the course of the internship.
6. This internship is educational in nature and there is no guarantee or expectation that the internship will result in employment.
7. Company may at any time in its sole discretion, terminate the internship without notice.
8. Intern will maintain a regular internship schedule determined by the Intern and their supervisor.
9. Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
10. Intern will obey the policies, rules and regulations of the Company site and comply with the Company's business practices and procedures.
11. Intern will furnish his/her supervisor with all necessary information pertaining to internship, including related assignments and reports.
12. Under no circumstances will Intern leave the internship without first conferring with Intern's supervisor.
13. Transportation to and from the internship site is the responsibility of the Intern.
14. While Intern is on the Company premises, he/she is considered an employee or agent of Company for any purposes, including but not limited to workers compensation.
15. Intern assumes all of the risks of participating in the internship program. In consideration of the opportunity afforded to the Intern to participate in the internship program, Intern hereby agrees that he/she, his/her assignees, heirs, guardians, and legal representatives, will not make a claim against Company or any of its affiliated organizations, or either of their officers or directors collectively or individually, or any of its employees, for the injury of death to Intern or damage to his/her property, however caused, arising from his/her participation in the internship program. Without limiting the generality of the foregoing, Intern hereby waives and releases any rights, actions, or causes or action resulting from personal injury or death to him/her, or damage to his/her property, sustained in connection with his/her participation in the internship program.

For PeopleLink Unified Communications Pvt Ltd	For Candidate
Date:	Date:
Authorized Name & Signature  <i>Shilpa Chowdri</i>	Candidate Name & Signature  <i>Anil N</i>

### Registered Office

Q3-A3, 10th Floor, Cyber Towers,  
HITECH City, Madhapur, Hyderabad,  
Telangana 500081 (INDIA)

### Registration Details

CIN: U74999TG2007PTC056803  
GST: 36AAECP6270A1ZO  
PAN: AAACP6270A

### Contact Details

Email: hr@peoplelinkvc.com  
Phone: +91-40-66903960  
Web: www.peoplelinkvc.com

### Social Presence

[in /company/peoplelinkcompany](#)  
[fb /c/PeopleLinkVC](#)  
[fb /PeopleLinkIndia](#)  
[fb /PeopleLinkIndia](#)  
[ig /peoplelinkindia](#)

## Traineeship/Internship Offer Letter

Date: 12-Jun-2023

Dear Sumukha DK,

We are pleased to offer you a Trainee position with INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED (the "Company"). This is an extension of educational training. Our goal is for you to learn more about technology and industry.

You shall be designated as **Junior Operations Analyst - Trainee**, for the period of **9 months** starting from **21/06/2023 till 31/03/2024**. On completion of the training period, on mutual discussion, your appointment shall be confirmed and communicated to you in writing if the Company finds you to be suitable for the identified post. The company will have the right to reassign or terminate the training if your performance or conduct does not fit standards of the company.

As Trainee, you will not be a Company employee. Therefore, you will receive stipend amount indicated below and be eligible for approved holiday pay, vacation pay and sick leave. You would not be eligible to receive salary, wages, benefits or other compensation. We are pleased to offer the following stipend during the period of training.

Compensation Heads	Amount / Monthly (INR)
Training Allowance	30,000

During your training period, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your traineeship/internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written communication.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to HR.

Your joining location would be **Bangalore / Pune**

If you have any questions, please do not hesitate to contact HR at [Varunchand.cm@stonex.com](mailto:Varunchand.cm@stonex.com)  
& [Mayuri.jain@StoneX.com](mailto:Mayuri.jain@StoneX.com)

Yours sincerely,

*Molly Thomas*

Director – Talent Acquisition Programs

For INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED

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I accept the internship with the Company on the terms and conditions set out in this letter.

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

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

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

# Employment Offer Letter

Dear Sumukha DK,

Date: 12-Jun-2023

With reference to the discussions, you had with us, it gives us great pleasure to inform you that we have found you suitable as below.

We are pleased to offer the following compensation as part of your employment, subject to your conversion from Trainee to Regular Full Time Employee upon good standing performance and conduct. Your job title would be **Junior Operations Analyst**.

Compensation Heads	Amount / Annual (INR)
Basic Salary	400,000
HRA	160,000
Special Allowance	137,080
<b>Retirals and Health Benefits</b>	
Employer's PF contribution	21,600
Insurance (Medical, Accident, Term)	25,000
<b>Allowances</b>	
Leave Travel Allowances	33,320
Broadband Allowances	48,000
<b>CTC (INR)</b>	<b>8,25,000</b>

In addition to the above fixed CTC, per your eligibility you will be awarded annual performance linked **Bonus** and **Gratuity** as per statutory norms.

<b>Bonus**</b>	<b>82,500</b>
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\*\*An indicative number is 10%, that varies based on performance.

This letter of offer is only provisional and your confirmation acknowledgement within five days to the contents of this communication is a pre-requisite for the formal letter of appointment that will be issued to you to confirm your appointment.

Your joining location would be **Bangalore / Pune** and tentative date of joining will be on or before 1<sup>st</sup> April, 2024

Yours sincerely,

*Molly Thomas*



Director – Talent Acquisition Programs





For INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED



<b>Title</b>	Offer Letter - Revised
<b>File name</b>	Sumukha DK_Offer Letter.pdf
<b>Document ID</b>	09e3f35cb15099fedb8d79a73b1afe9f03f175ae
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Signed

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## Document History

 <small>SENT</small>	<b>06 / 12 / 2023</b> 15:51:02 UTC	Sent for signature to Sumukha DK (dksumukha@gmail.com) from varunchand.cm@stonex.com IP: 163.116.205.119
 <small>VIEWED</small>	<b>06 / 12 / 2023</b> 16:52:37 UTC	Viewed by Sumukha DK (dksumukha@gmail.com) IP: 106.51.169.147
 <small>SIGNED</small>	<b>06 / 12 / 2023</b> 16:57:08 UTC	Signed by Sumukha DK (dksumukha@gmail.com) IP: 106.51.169.147
 <small>COMPLETED</small>	<b>06 / 12 / 2023</b> 16:57:08 UTC	The document has been completed.



26 June 2023

OL No: BSL225

Dear **Lavanya K G**,

We congratulate you for being selected for a **6 Months** Training with Bhash Software Labs. “At will basis” which can be extended. Please find the following confirmation of your Training:

Job Title: **Business Development Trainee**

OJT Start Date: **13 July 2023**

OJT End Date: **12 January 2024**

Location of Training: Bangalore

Stipend: INR **17000** Per Month

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the training Offer Letter and the documents as mentioned below to the <<hr@bhashsms.com>> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **Bhash Software Labs if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Bhash Software Labs, and will report on or before .

SIGNATURE: (Candidate’s Signature)

DATE:



- 
- By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training

Location: Bangalore.

- As a Trainee you will not receive any of the employee benefits that regular employees receive.
- During the Training period, the company will have all the rights to terminate your services without offering any reason and you are required to give 15 Days notice should you wish to terminate your training before the end of your tenure.
- At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or you will have to serve 1 month notice period.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE: (Candidate's Signature)

DATE:

## ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10<sup>th</sup> standard or equivalent examination (Original MS for Verification)</li><li>• 12<sup>th</sup> standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.

**4. Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

SIGNATURE: (Candidate's Signature)

DATE:

**OL No: AM3005****Date : 29 May 2023**Dear **Athmika h s**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **19 June 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 19 June 2023**Training Period : **19 June 2023 to 28 June 2023 - (Unpaid)**On the Job Training Start Date: **29 June 2023**On the Job Training End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8.5 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **19 June 2023**.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

### **Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**Welcome aboard**

**Vishnu**  
7981282075  
nagavishnu0007@gmail.com

22.05.2023

Dear Vishnu,

**Shivakumara Swamy & Associates** (the firm) is thrilled to extend an offer for the position of **Executive - Costing**, starting on **9th June 2023**. We are excited to have you join our team. Before we embark on this professional journey together, we kindly request you to review the following offer, which outlines the essential details regarding your compensation, benefits, and the terms and conditions of your employment with us.

You have been offered the position of Costing Executive, and your primary place of work will be at **Continental Automotive Components (India) Pvt. Ltd** (hereinafter referred to as the "Company"), located in the Bommasandra Industrial Area, Bangalore. Your working hours, workdays, and holidays will align with the policies and guidelines of the Company.

The engagement will initially be for a **period of 12 months**, with the first month being a probationary period. During this time, you will receive comprehensive training and guidance to ensure a smooth transition into your role.

For your services, the firm is pleased to offer a monthly salary of **INR 25,000**.

Please note that either party may terminate this Agreement by providing the other party with a written notice period of not less than thirty (30) days.

We are delighted to welcome you as a valuable member of our team. To confirm your acceptance of this Agreement, as per the specified terms and conditions, please reply to this letter with a confirmation email.

We eagerly look forward to your positive response and the opportunity to work together.

Sincerely,

For **Shivakumara Swamy & Associates**

SHIVAKUMA  
RA SWAMY

Digitally signed by  
SHIVAKUMARA SWAMY  
Date: 2023.05.22  
20:00:01 +05'30'

Shivakumara swamy  
Proprietor

//strictly confidential//

---





MOZO HUNT PRIVATE LIMITED  
B-261, TOWER-A, New Ashok Nagar,  
Delhi, 110096  
CIN: U74940DL2021PTC387941  
www.mozohunt.com  
info@mozohunt.com

Date: 13/05/2023

**RAHUL.D,**  
**Dayananda Sagar University**

I am pleased to confirm your acceptance of an internship as Management Trainee in the Marketing & Sales with (MOZO HUNT). Your duties and assignments for this position is as follows (brief description or attach job description).

Internship Project: **Summer Internship**

Your first day of work will be **15<sup>th</sup> June 2023**. You will work 48 hours in a week.

As an intern, you will not be a Company employee. You will not be eligible for any benefits that the Company offers its employees, including, but not limited to, health benefits, holiday pay, vacation pay, sick leave, retirement benefits, you understand that participation in the internship program is not an offer of employment, and successful completion of the internship does not entitle you to employment with the Company. During your internship, you may have access to confidential, proprietary or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all of its property, equipment, and documents.

Financial take home: Rs 7k (Rewards linked 6% to employee CRM Panel on performance).

For Best Performer, we can offer PPO. The compensation offered by Mozo Hunt Pvt Ltd. includes a CTC of Rs. 4-6 LPA and a pay per performance up to Rs. 2-2.5 LPA. Further career growth will depend on candidates' performance and will be rewarded accordingly.

Sincerely,  
Company Representative

*Vishakha*

**Vishakha Singh**

**OL No: AM3001****Date : 29 May 2023**Dear **Sagar taral**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **19 June 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 19 June 2023**Training Period : **19 June 2023 to 28 June 2023 - (Unpaid)**On the Job Training Start Date: **29 June 2023**On the Job Training End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8.5 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **19 June 2023**.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

### **Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

## Offer Letter for Internship Placement

**Dated: 21<sup>st</sup> June 2023**

Ms. Shivani D  
Official/Authorized Signatory,  
Bangalore University  
Mysore Rd, Jnana Bharathi,  
Bengaluru, Karnataka 560056

**Sub:** - Internship Placement in POSHWAY Consultants & Co.

**Ref:** Mail dated 04<sup>th</sup> March 2023.

This is in pursuance to mail wherein we have screened students from Bangalore University, Bengaluru and Ms. Shivani D of MBA has been finalised in our organisation for the internship placement. It is stated that we would be able to accommodate the student as an Intern in the **Finance and Marketing Division** from **28<sup>th</sup> June 2023 to 28<sup>th</sup> August 2023** in an **Online mode**. The intern would be reporting to Senior Managers at POSHWAY Consultants & Co. The intern would be governed by the terms and conditions mentioned in Annexure A.

This is a performance-based internship constituting sales and corporate learning during which specific tasks in regard to Life stage Planning, Client handling and acquisition, Market Research reports and HRM would be provided to student and their skills would also be enhanced using first-hand practice during on-job training.

This internship offer is subject to the submission of Declaration (Form enclosed) by the student and his/her Parent/Guardian to POSHWAY Consultants & Co.

With Warm Regards

Ms. Shivani Kadam  
(HR Executive)  
Mob. +91 8076719516  
Email: [hr@poshwayconsultants.com](mailto:hr@poshwayconsultants.com)

**Copy to: Ms. Shivani D, Student of MBA at Bangalore University, Bengaluru.**

## Annexure A

**You shall be governed by the following terms and conditions of service during your internship with Poshway Consultants & Co.**

1. You are being hired as a Full-Time Intern. You would be reporting to the Senior Manager and Research/Financial Analyst assigned for the course of the internship, who will assign you tasks and responsibilities. You may also get in touch with HR in case of any queries for general day to day work.
2. It would be mandatory for you to share a filled-in form (KYI- Know Your Intern) which would include your Personal details (Name, Education Qualification, Aadhar Card, PAN Card, Bank Account Details) and other details (like your area of interest, expertise, etc.)
3. Training and Development session would be conducted regularly, and they might be scheduled on Sundays as well, subject to Mentor availability. You would be updated prior in case of sessions, being on Sunday and attendance is compulsory during these sessions. Also, feedback and evaluations would be scheduled at regular intervals, including details on overall progress and internship experience. It would also be compulsory for you to take part in simulation exercises, cohorts as per best fit.
4. You will be required to update your Senior Manager for any forthcoming events (if any) in advance to ensure work can be planned accordingly.
5. Sessions in evening for Reporting Hour in regard to inputs and queries would be compulsory, even if the Internship is Online/Offline. This would also help in clearing queries and improving the overall learning.
6. All the works produced at or in relation to Poshway Consultants & Co. will be the intellectual property of Poshway Consultants & Co. You are strictly prohibited from storing, copying, sharing and distributing any confidential information for clients, employees and any external stakeholder to any third party under any circumstances.
7. We ensure data privacy and security for our customers, clients, companies data and contact details and a confidentiality agreement is also signed with all clients. Poshway Consultants & Co. operates with zero tolerance in regard to data security and privacy guidelines to avoid lawsuits and breaches of NDA's for any client. Therefore, data meant for circulation within internal stakeholders must be kept as is, and any particular client's specific details must not be shared with any third party under any circumstances.

8. You are expected to hand over all the data stored/confidential information for client to your Senior Manager and it must be deleted from your system/device. Using this data in the public domain might even attract lawsuits from both clients and Poshway Consultants & Co.

9. You shall not engage yourself, directly, indirectly or in any capacity to any other organisation (other than your college) during the appointment period. You will be liable to be terminated forthwith by the company in the event of this breach.

10. You are expected to behave reasonably and professionally with your Senior Manager, clients and other key stakeholders during the internship appointment period. The company may terminate this agreement under the situation of in-disciplinary behaviour.

11. We would also like to offer Final Placement for Students who complete their duties timely, take responsibility for their work and are keen on achieving perfection in whatever they do. This would also be followed by appreciation and rewards.

12. Any damage to organisational property during the time of appointment would attract fines/penalties in lieu of damaged property.

13. We at Poshway Consultants & Co. keep our principles and our core values to utmost importance and you are also required to abide by the same.

## ACCEPTANCE

I have negotiated, agreed, read and understood all the terms and conditions of this offer letter as well as Annexure A hereto and affix my signature in complete acceptance of the terms of the letter.

**Dated:** 22-06-2024

**Place:** Bangalore

**Name:** Shivani D

**Signature:** 

**\*Note:** You are also requested to carry a copy of this letter, original documents (Aadhar Card, PAN Card, soft copy of Bank Account details) etc., on the very first day of the appointment).



Date: 18th November 2022

Name of Candidate: **Mr. Sanjay S**

Subject: Offer Letter

Dear **Sanjay**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Hyderabad** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

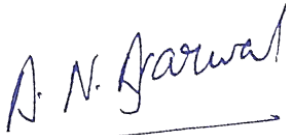
Your proposed date of Joining is **08th February 2023**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt. Ltd.**



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Sanjay S**

**Annexure I**

Earnings	Per Month	Annually
Basic Salary	18300	219600
HRA	7320	87840
Conveyance	800	9600
Others	3580	42960
<b>Gross Salary</b>	<b>30000</b>	<b>360000</b>
Deduction		
P.T.	200	2500
<b>Net Salary</b>	<b>29800</b>	<b>357500</b>
Indicative Incentive *	40000	480000
<b>Total CTC (Including Incentive)</b>	<b>70000</b>	<b>840000</b>

**Note: -**

- Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.
- There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.
- PF if applicable, shall be part of CTC.

**Traineeship/Internship Offer Letter**

Date: July 11, 2023

Dear Uzma Khan,

We are pleased to offer you a Trainee position with INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED (the "Company"). This is an extension of educational training. Our goal is for you to learn more about technology and industry.

You shall be designated as Intern - Compliance, for the period of 9 months starting from **January 10, 2024** till **October 10, 2024**. On completion of the training period, on mutual discussion, your appointment shall be confirmed and communicated to you in writing if the Company finds you to be suitable for the identified post. The company will have the right to reassign or terminate the training if your performance or conduct does not fit standards of the company.

As Trainee, you will not be a Company employee. Therefore, you will receive stipend amount indicated below and be eligible for approved holiday pay, vacation pay and sick leave. You would not be eligible to receive salary, wages, benefits or other compensation. We are pleased to offer the following stipend during the period of training.

Compensation Heads	Amount / Monthly (INR)
Training Allowance	30,000

During your training period, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your trainee/internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written communication.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to HR.

Your joining location would be **Bangalore / Pune**.

If you have any questions, please contact do not hesitate to contact HR at [varunchand.cm@stonex.com](mailto:varunchand.cm@stonex.com), [thangamma.ganesh@stonex.com](mailto:thangamma.ganesh@stonex.com) & [mayuri.arunjain@stonex.com](mailto:mayuri.arunjain@stonex.com).


Yours sincerely,

*Molly Thomas*

Molly Thomas  
Director - Talent Acquisition Programs

For **INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED**

I accept the internship with the Company on the terms and conditions set out in this letter.



Correspondence Address: Offices No.03A101 to 03A118, WeWork Galaxy, No. 43 Residency Road, Shanthala Nagar, Ashok Nagar,  
Bengaluru Bangalore - 560025 Karnataka India

## **Employment Offer Letter**

Date: July 11, 2023

Dear Uzma Khan,

With reference to the discussions, you had with us, it gives us great pleasure to inform you that we have found you suitable as below.

We are pleased to offer the following compensation as part of your employment, subject to your conversion from Trainee to Regular Full Time Employee upon good standing performance and conduct.

<b>Compensation Heads</b>	<b>Amount / Annual (INR)</b>
Basic Salary	400000
HRA	160000
Special Allowance	137080
<b>Retirals and Health Benefits</b>	
Employer's PF contribution	21600
Insurance (Medical, Accident, Term)	25000
<b>Allowances</b>	
Leave Travel Allowances	33,320
Broadband Allowances	48000
<b>CTC (INR)</b>	

In addition to the above fixed CTC, per your eligibility you will be awarded annual performance linked **Bonus and Gratuity** as per statutory norms.

<b>Bonus**</b>	82,500
----------------	--------

\*\*An indicative number is 10%, that varies based on performance.

This letter of offer is only provisional and your confirmation acknowledgement within five days to the contents of this communication is a pre-requisite for the formal letter of appointment that will be issued to you to confirm your appointment.

Your joining location would be **Bangalore / Pune** and tentative date of joining will be on or before **October 11, 2024**.

Your sincerely,

*Molly Thomas*

Molly Thomas  
Director - Talent Acquisition Programs

**For INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED**



Correspondence Address: Offices No.03A101 to 03A118, WeWork Galaxy, No. 43 Residency Road, Shanthala Nagar, Ashok Nagar,  
Bengaluru Bangalore - 560025 Karnataka India



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20223712281/Bangalore**  
**Date: 08/02/2023**

Mr. Adarsh K N  
Salumara VillageGonibeedu,  
Near Church Hall,  
Mudigere-577132,  
Karnataka.  
Tel# 91-8310020898

Dear Adarsh K N,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade Y.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

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

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

**TCS Confidential**  
**TCSL/DT20223712281**

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## **COMPENSATION AND BENEFITS**

### **Basic Salary**

You will be eligible for a basic salary of ₹15,000/- per month.

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

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

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

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

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹17,456/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹2,800/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹1,900/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay 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 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 dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.



## 2. Higher Hospitalisation

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

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

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

## Maternity Leave

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

## Loans

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

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

## Professional Memberships

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

## RETIRALS

### Provident Fund

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

### Gratuity

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

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TCSL/DT20223712281

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **TERMS AND CONDITIONS**

### **1. Relevant Experience**

No experience is considered to be relevant to TCSL's business

### **2. 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 in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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

### **3. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **4. Training Period**

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

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If



your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

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

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## **5. Working Hours**

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

## **6. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## **7. 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.

## **8. 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.

## **9. 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.

## **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. 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.

### **12. Work in SBWS mode**

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

### **13. Overseas International Assignment Agreement**

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

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



#### **14. 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.

#### **15. 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.

#### **16. 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.

#### **17. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **18. 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.

#### **19. 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.



## 20. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 21. Submission of Documents

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

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
  - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## 22. Initial Training Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation



criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

### **23. 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.

### **24. 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.

### **25. 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.

### **26. Data Privacy Clause:**

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

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

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI





processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

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

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

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



### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[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 Xperience Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Adarsh K N</b>
<b>Designation</b>	<b>Management Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	25,206	3,02,472
<b>2) Performance Pay</b>		
Monthly Performance Pay	2,800	33,600
Quarterly Variable Allowance*	1,900	22,800
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>47,628</b>	<b>5,79,430</b>

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,456	2,09,472
<b>GROSS BOUQUET OF BENEFITS</b>	<b>25,206</b>	<b>3,02,472</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## **Confidentiality and IP Terms and Conditions**

### **1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

## **8. Restriction on Associate's Rights**

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

## **9. No License**

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





## 10. Equitable Rights

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

## 11. General

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

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

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

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



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

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

**OL No: AM2995****Date : 29 May 2023**Dear **Tejaswini R,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **19 June 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 19 June 2023**Training Period : **19 June 2023 to 28 June 2023 - (Unpaid)**On the Job Training Start Date: **29 June 2023**On the Job Training End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8.5 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **19 June 2023**.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

### **Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

Date: 18th November 2022

Name of Candidate: **Mr. Dhanush Y V**

Subject: Offer Letter

Dear **Dhanush**,

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Bangalore** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

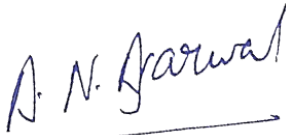
Your proposed date of Joining is **06th February 2023**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt. Ltd.**



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Dhanush Y V**

**Annexure I**

Earnings	Per Month	Annually
Basic Salary	18300	219600
HRA	7320	87840
Conveyance	800	9600
Others	3580	42960
<b>Gross Salary</b>	<b>30000</b>	<b>360000</b>
Deduction		
P.T.	200	2500
<b>Net Salary</b>	<b>29800</b>	<b>357500</b>
Indicative Incentive *	40000	480000
<b>Total CTC (Including Incentive)</b>	<b>70000</b>	<b>840000</b>

**Note: -**

- Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.
- There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.
- PF if applicable, shall be part of CTC.

**Refinitiv India Shared Services Private Limited**  
Registered Office: One World Centre, 12th Floor  
Tower 1, 841 Senapati Bapat Marg,  
Mumbai 400 013, Maharashtra, India  
CIN: U72200MH2018FTC309675



**LSEG**

Date: 7-12-2022

Name & Address: Dhanush YV (Bangalore)


Dear Dhanush YV

This Letter of Intent (LOI) refers to your application for employment with Refinitiv India Shared Services Private Limited, (part of LSEG, London Stock Exchange Group) and subsequent discussions. On the basis of the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role to which you applied. Upon final scrutiny, a formal appointment letter with the start date, compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued shortly.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon the parties and as such does not constitute any contractually binding relationship between the parties, unless and until the parties sign the definitive Employment Agreement. The Company reserves its rights to revoke or not to pursue this LOI without any cause or notice.

Please note that this LOI is not deemed to be considered for purpose of joining Company.

Thank you for interest and stay tuned to hear from us.

  
Yours sincerely,

**For Refinitiv India Shared Services Private Limited**



## LETTER OF OFFER

To, Swati hiremath,  
Dayanand Sagar University

20 June, 2023

Dear, Swati

With reference to your application for Internship in our company and the subsequent decision we had, we are pleased to offer you an appointment in our company on following terms and conditions.

You will be designated for "Full Time Intern - Human Resource & General Management" your place of work will be Mumbai. Your Reporting will be Virtual to Head Office Mumbai.

As you will be receiving academic credit for this position you will be paid on for a lump sum amount looking at your performance based on management decision after completion of your internship.

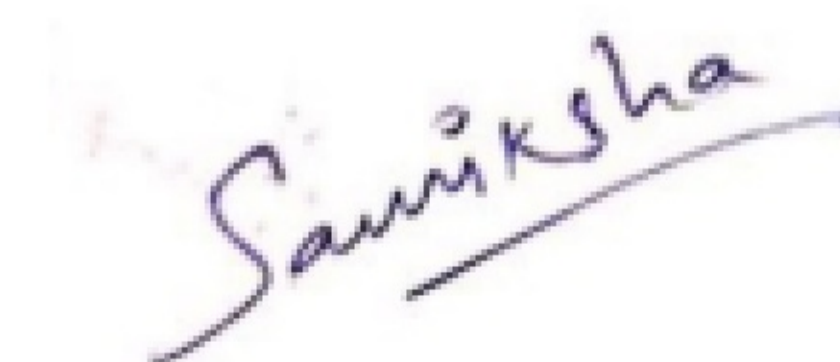
Duration	2 Months
Stipend	15,000 INR - 30,000 INR (Fixed + Variable)

Additionally, Students do not receive benefits as a part of their Internship. You will receive Certificate after completion of Internship for your academic purpose.

Looking at your internship performance we will have PPO (Pre-Placement Opportunity) which will be followed by normal recruitment process.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaningful internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe India Pvt. Ltd.

 C-103,1stFloor,  
Shree Sai Tower CHSL,  
Sodawala Lane  
Borivali West, Mumbai  
Maharashtra - 400092.

**OL No: AM2997****Date : 29 May 2023**Dear **Neetu aanjana m**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **19 June 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 19 June 2023**Training Period : **19 June 2023 to 28 June 2023 - (Unpaid)**On the Job Training Start Date: **29 June 2023**On the Job Training End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8.5 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **19 June 2023**.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

### **Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

## Offer Letter

Date: 29<sup>th</sup> March 2023

Mr. Nikhil Budihalammath

Congratulations!

We are pleased to inform you, that we have decided to make you an offer as a **Management Trainee-Sales** in our organization.

Your total Cost to Company (total compensation) inclusive of Assured Pay and Benefits and Performance Bonus would be **Rs. 5.5 Lacs Per Annum**. An appointment letter detailing the terms and conditions of employment inclusive of the compensation structure will follow shortly.

This offer is subject to you -

- being found medically fit for employment;
- successfully completing your two year full time MBA program;
- completing the NISM V - A Certification;
- completing any one of these certifications - NISM X-A or NISM X-B or NISM V-C;
- completing the Metamorphosis program.

By accepting this Offer Letter, you also accept the rules, regulations, policies and the code of conduct as detailed in the HDFC Asset Management Company Limited's Employee Manual and the Compliance and Controls Manual of the Company as updated from time to time.

We believe in partnering our employees to meet their career aspirations and develop their capabilities by providing a highly focused learning environment and a strong performance management system. We are sure that you will find your work here enjoyable and enriching.

This offer is valid till **1<sup>st</sup> June 2023** unless extended by us in writing. The location of reporting will be communicated to you at the time of joining. Please acknowledge the duplicate of this letter as a token of your acceptance of this offer.

Looking forward to having you on board and wishing you a successful career with us!

Thanking You,

For HDFC Asset Management Company Ltd,



Alok Sheopurkar  
Head - Human Resources

**I accept the CTC offered and the terms & conditions mentioned.**

Name:

Date:

Signature:

*Mani*  
**HDFC Asset Management Company Limited**

A Joint Venture with abrdn Investment Management Limited

CIN: L65991MH1999PLC123027

Registered Office : "HDFC House", 2nd Floor, H.T. Parekh Marg, 165-166, Backbay Reclamation, Churchgate, Mumbai-400 020

Tel.: 022 - 6631 6333 Fax: 022 - 6658 0203 Website: www.hdfcfund.com



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10 June 2023

OL No: BSL224

Dear **Karunya Ram M,**

We congratulate you for being selected for a **6 Months** Training with Bhash Software Labs. “At will basis” which can be extended. Please find the following confirmation of your Training:

Job Title: **Business Development Trainee**

OJT Start Date: **14 June 2023**

OJT End Date: **13 December 2023**

Location of Training: Bangalore

Stipend: INR **17000** Per Month

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the training Offer Letter and the documents as mentioned below to the <<hr@bhashsms.com>> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **Bhash Software Labs if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Bhash Software Labs, and will report on or before .

SIGNATURE: (Candidate’s Signature)

DATE:



- 
- By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training

Location: Bangalore.

- As a Trainee you will not receive any of the employee benefits that regular employees receive.
- During the Training period, the company will have all the rights to terminate your services without offering any reason and you are required to give 15 Days notice should you wish to terminate your training before the end of your tenure.
- At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or you will have to serve 1 month notice period.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE: (Candidate's Signature)

DATE:

## ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10<sup>th</sup> standard or equivalent examination (Original MS for Verification)</li><li>• 12<sup>th</sup> standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.

**4. Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

SIGNATURE: (Candidate's Signature)

DATE:





**10 June 2023**

**OL No: BSL224**

Dear **Karunya Ram M,**

We congratulate you for being selected for a **6 Months** Training with Bhash Software Labs. “At will basis” which can be extended. Please find the following confirmation of your Training:

Job Title: **Business Development Trainee**

OJT Start Date: **14 June 2023**

OJT End Date: **13 December 2023**

Location of Training: Bangalore

Stipend: INR **17000** Per Month

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the training Offer Letter and the documents as mentioned below to the <<hr@bhashsms.com>> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **Bhash Software Labs if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Bhash Software Labs, and will report on or before .

SIGNATURE: (Candidate’s Signature)

DATE:



- 
- By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training

Location: Bangalore.

- As a Trainee you will not receive any of the employee benefits that regular employees receive.
- During the Training period, the company will have all the rights to terminate your services without offering any reason and you are required to give 15 Days notice should you wish to terminate your training before the end of your tenure.
- At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or you will have to serve 1 month notice period.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE: (Candidate's Signature)

DATE:

## ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10<sup>th</sup> standard or equivalent examination (Original MS for Verification)</li><li>• 12<sup>th</sup> standard or equivalent examination (Original MS for Verification)</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.

**4. Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

SIGNATURE: (Candidate's Signature)

DATE:

**OL No: AM3000****Date : 29 May 2023**Dear **Kaveri P**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **19 June 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 19 June 2023**Training Period : **19 June 2023 to 28 June 2023 - (Unpaid)**On the Job Training Start Date: **29 June 2023**On the Job Training End Date: **28 December 2023**

Location of Training: Bangalore

Stipend: INR **18000** Per MonthIncentives : INR **12000**Target: **280000** INR per month.

You will be eligible for a Pre - Placement Offer of **6 to 8.5 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **19 June 2023**.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

### **Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

**05-July-2023**

## Letter of Offer

**Dear Chirag KR,**

We are pleased to offer you as “**Intern**” in **CoreEL Technologies Pvt. Ltd.** subject to the following terms and conditions:

1. The duration of your internship will be from 5<sup>th</sup> July 2023 to Nov 2023.
2. During the course of your internship, you will be entitled for a monthly Stipend of **INR 20,000/-** (Rupees Twenty Thousand Only).
3. As an intern you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, PF, ESI, etc.
4. Assignments during your Internship period shall be time bound and hence you are requested to adhere strictly to the agreed time/milestone schedules. The assignments will not be considered as complete unless the agreed set of tasks/goals is met.
5. You will not disclose any information regarding the various details of the assignments and company related matter, which have come to your knowledge during the tenure of your internship, the disclosure of which is likely to be prejudicial to the interest of the company.
6. During the course of your internship, if you have to use any hardware, software etc. you will be responsible for its safe keep & confidentiality and the authorized use is limited only to you. Upon discovery of any misuse, we reserve the right to take legal action. In addition, you agree that, on completion of the assignment, you will immediately return all the documents, including electronically stored information, equipment etc. to the reporting Manager.

7. You shall carry out your duty diligently, loyally, and to the best of your ability and capacity and conform to the values of the Company. You shall discharge your duties in compliance with all national and local laws and the rules, regulations and policies as may be devised by the Company from time to time.
8. Please return the duplicate copy of this letter duly signed as a token of your acceptance to the above terms and conditions.

With best regards and wishing you all success.

Yours sincerely,

For **CoreEL Technologies Pvt. Ltd.**,


[Suchithra Thyagaraj]

**Head – HR**

I have read and understood the terms and conditions of this offer letter. I accept the above offer with the said terms and conditions. My joining date will be 10/07/2023

Place: Bangalore

Date: 05/07/2023

Signature: 



July 06, 2023

**Mr. Tarun Sai M**

**Fl No 403, Skylark Jlb Residency, 19Th Cross, Vishwapriya Layout, Begur,  
Bommanahalli,, Bangalore, Karnataka-560068**

Dear Tarun Sai,

We are pleased to take you as an intern for a duration not exceeding 06 month(s) with effect from July 06, 2023 to January 05, 2024 in furtherance to your interest to acquire necessary skills through the internship program in pursuit of your educational qualifications.

We are pleased to inform you that during your internship, you will receive a stipend of Rs. 25000/- per month. The company reserves the right to extend your internship at its sole discretion and the same will be notified at the time of its decision.

You will be required to comply with all such policies, procedures, rules and regulations, which are in force for the time being or may be framed and implemented from time to time.

The Company reserves the right to terminate your internship forthwith without notice or liability for compensation or damages upon the happening of any of the following events:

- (a) If any declaration given or information furnished by you to the Company proves to be false, or if you are found to have willfully suppressed any material information
- (b) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or;
- (c) If the Company is restricted from continuing to employ you by reason of any other legal incapability;
- (d) If you remain absent for 8 or more consecutive days without any intimation to the Company and failing to answer (i.e. give a satisfactory explanation for the unauthorized leave) any written communication issued by SG GSC in this regard.

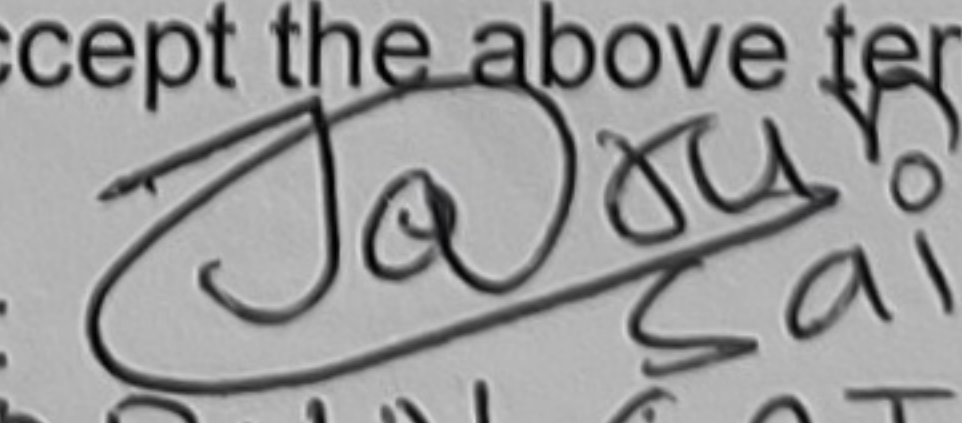
This is not an offer of employment with the Company nor does it confer on you any employee-relationship with the Company. The Company reserves the right to withdraw this offer of internship or to modify any terms, without any prior notice, at its sole discretion.

Yours faithfully,

For Societe Generale Global Solution Centre Pvt Ltd,

**Imran Khan AB**  
**Head HR Transformation**  
**(Digitally Signed Below)**

I hereby accept the above terms and conditions

Signature:   
Name: TARUN SAI.M  
Date: 06-July-2023

**Signature valid**

Digitally signed by Imran Khan A B

Date: 2023.07.06 11:50:59 +05:30

Reason: Legal

Location: Chennai

Date: 18th November 2022

Name of Candidate: **Mr. Jayasimha N P**

Subject: Offer Letter

Dear **Jayasimha,**

We have pleasure in offering you a position of “**Assistant Sales Manager**” at **Bangalore** Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

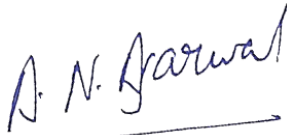
Your proposed date of Joining is **08th February 2023.**

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt. Ltd.**



**Authorized Signatory**

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Jayasimha N P**

**Annexure I**

Earnings	Per Month	Annually
Basic Salary	18300	219600
HRA	7320	87840
Conveyance	800	9600
Others	3580	42960
<b>Gross Salary</b>	<b>30000</b>	<b>360000</b>
Deduction		
P.T.	200	2500
<b>Net Salary</b>	<b>29800</b>	<b>357500</b>
Indicative Incentive *	40000	480000
<b>Total CTC (Including Incentive)</b>	<b>70000</b>	<b>840000</b>

**Note: -**

- Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.
- There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.
- PF if applicable, shall be part of CTC.

July 06, 2023

**Ms. Harshitha B**

**33#3, 1St Main , 6Th Cross, Singasandra , Bangalore 68,,Banaglore,Karnataka-560068**

Dear Harshitha,

We are pleased to take you as an intern for a duration not exceeding 06 month(s) with effect from July 06, 2023 to January 05, 2024 in furtherance to your interest to acquire necessary skills through the internship program in pursuit of your educational qualifications.

We are pleased to inform you that during your internship, you will receive a stipend of Rs. 25000/- per month. The company reserves the right to extend your internship at its sole discretion and the same will be notified at the time of its decision.

You will be required to comply with all such policies, procedures, rules and regulations, which are in force for the time being or may be framed and implemented from time to time.

The Company reserves the right to terminate your internship forthwith without notice or liability for compensation or damages upon the happening of any of the following events:

- (a) If any declaration given or information furnished by you to the Company proves to be false, or if you are found to have willfully suppressed any material information
- (b) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or;
- (c) If the Company is restricted from continuing to employ you by reason of any other legal incapability;
- (d) If you remain absent for 8 or more consecutive days without any intimation to the Company and failing to answer (i.e. give a satisfactory explanation for the unauthorized leave) any written communication issued by SG GSC in this regard.

This is not an offer of employment with the Company nor does it confer on you any employee-relationship with the Company. The Company reserves the right to withdraw this offer of internship or to modify any terms, without any prior notice, at its sole discretion.

Yours faithfully,  
For **Societe Generale Global Solution Centre Pvt Ltd,**

**Imran khan AB**  
**Head HR Transformation**  
**(Digitally Signed Below)**

I hereby accept the above terms and conditions

Signature: *Harshitha B*  
Name: **HARSHITHA B**  
Date: **6-JULY-2023**

**Signature valid**

## ANNEXURE-A

### Undertaking

I, Mr. / Ms. HARSHITHA B being an employee of Societe General Global Solution Centre Pvt. Ltd., (hereinafter referred to as the "Company") hereby undertake to comply with the following terms and conditions:

1. I have read, understood and agree to abide by the policies and procedures as stated in the "HR Policy and Procedure" manual of the Company.
2. I have read, understood and agree to abide by the "Societe Generale Group Code of Conduct".
3. I understand that devices (as detailed below) cannot be used without written approval and supervision:
  - Any Laptop internal or external not certified by Information Security team.
  - Any USB Device.
  - Any CD/DVD.
  - Any other device which can be used for data transmission (both incoming and outgoing).
4. I have read, understood and agree to abide by the "Societe Generale Anti Sexual Harassment Policy".
5. I assure the Company that I will use strong passwords as per "Societe Generale Group Password Policy". Also, I won't share my account or my password without proper authorization or use someone else's personal account. (Application or System).
6. I won't bypass security control systems (web-mails access, tunneling, Wi-Fi).
7. I won't view, download, forward or store illegal files or data (pornography, pedophilia, racism, xenophobia, cracked files or software, etc.).
8. I will be aware of social engineering attacks; validate the requester's identity; verify the legitimacy of the request and provide as little information as possible.
9. I won't install hardware or software without license and proper authorization from the concerned authorities.
10. I will exercise responsible behavior by reporting incidents to the concern authorities.
11. I will exercise reasonable care while using official e-mail systems, and/or opening e-mails from unknown senders. I will not open attached files and/or web links received through unknown sources or senders. I will also refrain from forwarding such emails to anyone either within the Company or outside the Company. I won't publish my official e-mail address for personal purposes (any forum, social network website etc.) or use Company's reference when expressing your own political, religious or other personal views on such forums, bulletin boards etc.
12. I won't share copyrighted multi-media files (mp3, divx, etc.) or overload network traffic with voluminous files.
13. I will apply the "Clear Desk Policy". I will not leave any information/document unattended on desks, printers, meeting rooms, etc. I will always ensure that my PC is locked by password controlled screen saver whenever I am away from the PC and I will reboot it regularly.
14. I will use mobile devices securely. I will use an anti-theft security cables and an encrypted hard drive. I will be cautious of shoulder surfers and I will never leave mobile equipment unattended.
15. I will classify electronic files and hardcopy documents as per Company's "Information Classification and Protection Policy".
16. I won't attempt to remove classified data (C1 or above) from the office premises either electronically (e-mail, CD/DVD burnt, USB key, PDAs, Portable devices etc.) or physically (printouts, handwritten documents etc.).
17. I will not purchase or sell or hold, directly or indirectly, security held or to be acquired by the Company/its staff/its clients/customers or other clients/customers of any member of the SG Group and ensure compliance to Staff Personal Account Dealing Procedure Code;
18. I will not employ any device, scheme or artifice to defraud the Company/its staff/its clients/customers or engage myself in any manipulative practices with respect to the Company/its staff/its clients/customers of SG Group;
19. I will not engage myself in any act, practice or course of business with any third party under any kind of circumstances which would operate as a fraud or deceit upon the Company/its staff/its clients/customers/ Service Providers / Suppliers or other clients/customers of SG Group;
20. I will not engage myself in any manipulative practices with respect to the Company/its staff/its clients/customers or other clients/customers/ Service Providers / Suppliers of SG Group.
21. I will not disclose or exchange or sell for money or any other form of consideration, or otherwise misuse, any kind of information related to the business of any member of SG Group to any third party or any business or personal employee of the Company not directly involved in the same tasks as myself, who have had no need for access to such information.
22. During my employment I will not, without prior written consent of the Company, accept an appointment, whether or not for remuneration, as a Director, Officer, Manager or employee of a business entity that is not a member of SG Group. Except as specifically set forth herein, I shall be subject to and shall comply with all prevailing policies and procedures of the Company which are applicable to the Company's employees of similar rank and status.
23. During my employment or following the termination of my employment, I will not directly or indirectly disclose or furnish to any entity, firm, corporation or person, except as otherwise required by law, any Confidential Information of the Company with respect to any aspect of its operations, business or clients. "Confidential Information" shall mean any information generally unknown to the public to which I gain access by reason of my employment with the Company and includes, but is not limited to, trade secrets, information relating to all present or potential customers, business and marketing plans, sales, trading and financial data and strategies, salaries and employment benefits, any sensitive or personal data, and operational costs of the Company and/or SG Group.
24. I understand and declare that all records, files, memoranda, reports, customer information, client lists, documents and equipment relating to the business of the Company and/or SG Group, which I prepare, possess or come into contact with while I am an employee of the Company, shall remain the sole property of the Company and/or SG Group. I agree that upon the termination of my employment, I shall provide to the Company all documents, papers, files or other material in my possession and under my control that are connected with or derived from my services to the Company. The Company owns all work products, patents, copyrights and other material produced by me during my employment with the Company.

25. I shall indemnify each member of SG Group, the Company/its staff/its clients/customers and other clients/customers of SG Group for all damages, losses, claims, liabilities, costs or expenses that the relevant member of SG Group, the Company/its staff/its clients/customers and other clients/customers of SG Group may incur as a result of any violation of any provisions of this Undertaking. This obligation shall also include court, litigation expenses, and actual, reasonable attorney's fees. I also acknowledge and agree that as damages may not be a sufficient remedy for any breach under this Undertaking, the Company and/or any such affected party is entitled to seek specific performance or injunctive relief (as appropriate) as a remedy for any breach or threatened breach, in addition to any other remedies at law or in equity.

26. The company processes your personal data as may be necessary for the proper administration of the employment relationship, both during and after your employment. This will principally (but may not exclusively) relate to personnel, administrative, payroll, performance management and appraisal matters. They will be disclosed, for that Purpose, to your hierarchy, as well as, if necessary, to specially authorized service Providers in the limit necessary for the performance of the tasks which they are entrusted with. Administrative data may be disclosed to:

- the entities of the Group Societe Générale entrusted with the administrative management of your employee file,
- to the Group entities aimed at in your mobility demands,
- to the Group headquarters in France for HR steering management purposes and management of careers.

Processing operations may also require the transfer of your personal data to the headquarters of Société Générale Group situated in France or to other entities of the Group specially appointed for hosting purposes and pooling of computer means. You have the right to access your personal data and, in case data are incorrect or out of date, modify, correct and delete your personal data.

27. Personal and financial declaration undertaking. (Kindly tick the appropriate box)

I hereby confirm that I have no personal or financial personal interest, direct or indirect, in any matter that raises or may raise a conflict with my employment with SG GSC.

(Or)

I hereby confirm that, I have personal or other financial interest, direct or indirect, in certain matters that raises or may raise a conflict with my employment with SG GSC. Kindly tick the appropriate category listed below to identify the conflicting position:

- Directorships or outside interest / employment;
- Interest's in business enterprises or professional practices;
- Share ownership with other organizations; (15% or more of the voting equity capital);
- Beneficial interests in trusts or other organizations;
- Personal associations or relationships with the Vendors, Service Providers & Sub-contractors;
- Professional associations with Vendors, Service Providers, Sub-Contractors organizations; and
- Personal associations or relationships with Employees within SG Group
- Others (If it does not fall under the categories mentioned above please specify the details below)

a.

b.

I, declare that the above details provided by me are correct to the best of my knowledge and I am aware of my responsibilities to take reasonable steps to avoid any real or apparent conflict of interest in connection with my employment and to appraise my Line management and declare as appropriate, should I become aware of an actual, perceived or potential conflict during the course of my employment.

Candidate Signature: *Harshitha B*



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## Tradeshala Research & Consulting firm

### *Memorandum of Understandings*

This memorandum of Understanding is executed on (29/05/2023) between the two parties indicated below:

- **Tradeshala**
- **Siddharth M Kadam**

This Memorandum of Understanding stands as evidence that **Tradeshala** and **Siddharth M Kadam** agreed that once the MOU is signed, either of the parties cannot call off in the middle of the internship.

#### **Terms and Conditions:**

- If interns can't fulfill the company's criteria, then the company won't provide the certificate of completion.
- Interns are required to acquire one client on the second month of internship and handle a minimum portfolio size of 25800/- and trade for min 400 orders.
- To provide candidates for internship for the mentioned duration of 2 months joining from (19/06/2023).
- To co-operate and ensure good conduct towards colleagues and authority.

# TradeShala

*Yours Sincerely,*

*Candidate Signature,*

**Lincy Amalin**

Industry Relation Manager (**HR Department**)



**Registered Office:** THE HIVE, VR MALL NEXT TO PHEONIX MALL, WHITEFIELD BANGALORE.,  
Karnataka 560048

Telephone: +91-63600 57 953 || Website: [www.tradeshala.co.in](http://www.tradeshala.co.in) || Email: [Info@tradeshala.co.in](mailto:Info@tradeshala.co.in)

28-Dec-2022

To,

Spoorthi S  
Bangalore

**Letter of Offer**

Dear Spoorthi,

With reference to your application and the subsequent interview, we are pleased to offer you a position of **Management Trainee** at **Bangalore**. Your total Cost to the company inclusive of Company's contribution to Provident Fund will be **INR. 7,02,230/- (Rupees Seven Lakhs Two Thousand Two Hundred and Thirty only)**.

You are required to join duties on or before **01-Jun-2023**.

On the designated joining date please furnish the copy of following documents and bring the originals for verification.

1. Relieving Letter from all your last employers
2. Academic & Professional Qualification Certificate from **X** Std. onwards.
3. Pay Slip in respect of last drawn salary
4. Four Passport size photographs
5. Originals and Copy of PAN Card
6. Originals and Copy of Address Proof
7. Detail of PF Membership
8. Form 16 / Form 12 pertaining to Income – Tax deducted at Source from the previous employer.

Kindly confirm your acceptance of the offer by acknowledging the mail. The Appointment Letter will be issued to you on the day of your joining.

You may Contact HR Department at 080-41970400 for any further clarifications. We look forward to your acceptance of offer.

We welcome you to **CoreEL** family.

*Spoorthi S*



Darshan Raj  
Bangalore

29-Jul-2023

Sub: Confirmation of Business Development Internship at Arzoo

Dear Darshan,

We are pleased to inform you that you have been selected for the **Business Development internship** opportunity at Arzoo.

Here are the details of your internship:

- **Duration:** Your internship will commence on August 7, 2023 and conclude on November 6, 2023. Throughout this period, you will be based at Bangalore.
- **Working Hours:** Your working hours during the internship will be from 09:30 AM to 06:30 PM, Monday to Saturday.
- **Designation and Stipend:** You will be designated as a "Trainee" and will be entitled to a stipend of Rs 10000 per month, with an opportunity to earn additional incentives based on achievement of targets.
- **Performance Evaluation:** We are committed to cultivating a culture of high performance. As a result, we will closely monitor your progress, providing regular feedback and training to support your growth and development.
- **Code of Conduct:** As an intern at Arzoo, we expect you to adhere to the Code of Conduct prescribed for all employees.

Please confirm your acceptance of the internship terms mentioned above to secure your position. If you have any questions or require further information before your start date, please do not hesitate to contact us.

Once again, welcome to Arzoo! We are excited to have you on board and wish you a successful and fulfilling internship experience.

Regards,

A handwritten signature in black ink, appearing to read "S. Kumar".

Saket Dwivedy  
Vice President – Human Resources



Powered by Density Exchange

## Tradeshala Research & Consulting Firm

### OFFER & CONTRACT OF INTERNSHIP

Dear **Rajeshwari Y,**

With reference to your application and subsequent interview, we are pleased to offer you an internship program as **“Capital Market Analyst”** at **Tradeshala Research & Consulting Firm**

Your internship will be online, starting on **19/06/2023**.

The tenure of the Internship would be for TWO months i.e., from **19<sup>th</sup> June 2023 to 19<sup>th</sup> August 2023**. **The stipend will be paid based on the portfolio size you handle, as discussed in the “Pre-Internship Talk”.**

If you agree to the terms of the Internship contract sent below, kindly send back a signed soft copy of this letter by the end of the day.

**Also, at the time of joining send a scanned photocopy of - Aadhar Card, PAN Card, College Bonafide Certificate, passport photo, and college ID card.**

We look forward to a mutually rewarding relationship.

Yours Sincerely,

**Lincy Amalin J**

Industry Relation Manager (**HR Department**)





Powered by **Density Exchange**

1. On your Joining you will be working on a project for a period of two months tentatively from **19<sup>th</sup> June 2023 to 19<sup>th</sup> August 2023**.

2. During your internship you will be provided with ongoing feedback on your performances as measured against the goals and expectations of your position and program. Upon completion of the task, you will undergo a performance evaluation process based on the company's performance criteria for interns. You will be awarded a certificate of recognition upon successful completion of your internship.

3. You will be required to apply and maintain the highest standard of personal conduct and integrity and comply with all the policies and procedures of the company.

4. You are aware that during your internship, you will have access to and be entrusted with information in respect of the business of the company and its dealings, transactions, and affairs, all of which information may be confidential and/or proprietary.

5. All notes and memorandum (whether in physical or electronic media) of any trade secrets are confidential information concerning the business of the company or any of its suppliers, agents' clients' distributors or customers which shall be acquired, received, or made by you during the course of your internship shall be the property of the company and shall be surrendered by you at the end of your internship tenure.

**Explanation: "Confidential information" means the company's secrets and extends to all knowledge and information relating to the company's business, organization, finances, processes, specifications, and technology.**

6. You will be required to work Monday to Saturday (inclusive) during our internship and your normal working hours shall be structured in accordance with the specific details of the work you are engaged in.

7. The company at any time decide to terminate your internship under this agreement without notice and without payment in lieu of notice, on any ground whatsoever, including change in the company's own plans and operations, or ground whatsoever, including change in the company's own plans and operations, or ground of unsatisfactory performance, gross default or misconduct in connection with or affecting the business of the company or violation of the company's policies, or absence without prior approval of your manager, or in the event of any breach or non-observance by yourself or any of the stipulations contained in this agreement which, in the company opinion is materially determined to its interest. You are required to at least acquire one client and trade on the live market as discussed in the interview process. Tradeshala is providing knowledge and live market experience to our interns. No intern is liable to ask for any refunds or any broker/brokerage claim in any capacity.



Powered by **Density Exchange**

8. You shall be promptly terminated whenever requested by the company and in any event upon the termination of your internship (however and whenever such termination occurs) deliver to the company (or as otherwise directed by the company) all keys and passes, computers, computer disks, correspondence, documents, books, papers, files, records and reports and other property or materials belonging to or relating to the business of the company or control in the course of or in course queries of your internship and you shall not be entitled to and shall not retain any copy thereof.

9. You will be offered a **“Pre-placement offer”** (Full Time Employment) based on your performance during the internship period.

Acceptance

Name:

Signature:

Date:



TradeShala



WITH YOU ALWAYS

Tata AIG General Insurance Company Limited

Regd Office: 15<sup>th</sup> Floor, Tower A, Peninsula Business Park,  
G. K. Marg, Lower Parel, Mumbai - 400 013,  
Tel. No.: +91 22 66930000  
www.tataaig.com  
IRDA Registration No.: 108  
CIN : U85110MH2000PLC128425

Dated: 29-Dec-2022

Akash  
Dayanand Sagar Institutions

**Subject: Provisional Offer Letter**

Dear Akash,

We thank you for your interest in exploring career opportunities with Tata AIG General Insurance Company Limited (hereinafter referred as "Tata AIG").

With reference to the selection process, you had with us, we are pleased to offer you a Provisional appointment as Management Trainee at Tata AIG. As a part of Tata AIG's Campus Recruitment – ARISE program, your fixed compensation would be Rs.3,75,000 per annum. You will also be eligible for variable pay under the variable pay program of the Company applicable from time to time. All payments would be subject to prevailing tax laws and statutory deductions.

Your employment with the Company will be established after finalising all joining formalities as per company policy and this offer is contingent upon the successful completion of your degree. Post that you will be issued appointment letter providing details of your place of posting and department along with detailed terms and conditions of your employment with the Company.

We at Tata AIG are privileged to have you with us and look forward to launching your successful career with us.

Please signify acceptance of this offer by signing and returning this letter to us at [CampusConnect@tataaig.com](mailto:CampusConnect@tataaig.com). You may get in touch with Harshita Kothari at [CampusConnect@tataaig.com](mailto:CampusConnect@tataaig.com). for any query that you might have related to your employment with the Company.

Sincerely,

**For Tata AIG General Insurance Company Limited**

Jitesh Bawa  
Chief Human Resource Officer

Akash



I, Akash have carefully gone through all the terms and conditions mentioned in this letter. I state and declare that I have fully understood the said terms and conditions and unequivocally hereby accept, agree and confirm the terms and conditions mentioned in the said offer letter.

Name: Akash

Signature: Akash

Date: 29/12/2022

---

**LETTER OF APPOINTMENT**

**Mr. Aditya S Maheshwari,**

**Email: adityamaheshwari8886@gmail.com**

**Mob: +91 7337756903**

Dear Mr. **Aditya S Maheshwari,**

With reference to your Interview, we are pleased to offer you an appointment in this company on the following terms and conditions:

**1. Our Value, System and Culture:**

As communicated to you during our discussions, we value competence, performance, discipline, and integrity above everything else and that constitutes the foundation of this contract. We believe strongly in delivering highest quality of our customers, dealing fairly with mutual respect and on strict merit with our employees. We work in an atmosphere of trust & transparency and go beyond our area of responsibility. You are accountable first to yourself and then to your superiors.

**2. Designation:**

You have been designated as **Management Trainee**. However, your ability and expertise can be utilized in any other field / function in the best interest of the company and there upon you shall be re-designated accordingly.

**3. Date of Joining:**

You have to join us on or before 5<sup>th</sup> July 2023 and this would be considered as your effective date of joining the company. We prefer to have you join as early as possible.

**4. Remuneration, Benefits and Perks :**

You will be entitled to the following remuneration:

Salary Breakup (in Indian Rupees)

---

Description	Monthly	Yearly
Basic Salary	13,333	1,59,996
House Rent Allowance	5,333	63,996
Conveyance Allowance	2,500	30,000
Medical Reimbursement	1,250	15,000
Other Allowance	8,618	1,03,416
Mobile Allowance	500	6,000
Employer's contribution to PF	1,800	21,600
<b>Total (CTC)</b>	<b>33,334</b>	<b>4,00,008</b>

This payment is made to you as deducted by the Indian Tax Authorities and is subject to change if the India Tax law changes if applicable.

In Addition to above you will be entitled to incentives on the sales. Incentive will purely depend on your performance. Methodologies to arrive at the incentive will be communicated to you before every quarter.

#### 5. Immediate Postings and future transfers:

At present you will be posted at Bangalore. It is however, understood and agreed that your services, based on the job/ business requirements of the company are liable to be transferred to any of other offices/units/ Companies/ associate companies, whether in existence or planned in future, in India or abroad, at our sole discretion.

#### 6. General Rules and Regulations :

You will be governed by various rules and regulations/ service conditions framed by the company from time to time.

#### 7. Documents on Joining:

You will have to submit the attested copies of Certificates showing your age/ date of birth, academic and professional qualifications, address proof and 2 recent passport size photographs, relieving certificate from the previous organization, if not submitted at the time of selection.

You should possess a valid Two -wheeler license and a Two-wheeler at the time of joining the company



## 8. Termination of Employment / Service :

The company may terminate your service any time without notice, if there is misalignment between your and our value system and culture as defined in Para 1 above, and if this misalignment affects either the internal working and performance or the image of our brands/ company/ group. If you choose to resign from your services at Real Capital Ventures you will be liable to give **15 days** prior notice or payment in lieu thereof.

## 9. Confidentiality:

During the continuance of our employment or at any point of time thereafter, you shall not discuss, divulge or communicate by word of mouth or otherwise to any person(s) whatsoever, any information of a secret or confidential nature entrusted to you or coming to your knowledge, relating to the trade or business of the company

## 10. Misconduct:

If at any time, you are found guilty of misconduct, commit any breach this contract of employment or refuse or willfully neglect to perform to the satisfaction of the company or any of the sister/ group companies in connection with whose business you may be engaged, all or any of the duties devolving upon you, the company may at once, without any previous notice, terminate the contract of your employment solely at your cost, risk and responsibility.

11. You will intimate the Company regarding any changes of your residential address.

## 12. Ethics:

You are required to deal with the company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the company's money, material or documents or theft of any information or misappropriation regardless of the value involved, your services will be terminated immediately.

## 13. Probation Period:

The above agreement is subject to a probation period of 6 months depending on your performance. On the successful completion of probation period, you would be

absorbed as a regular employee of the organization. The Company however reserves the right to extend the probation period in its discretion. During the probation period, the company can terminate the employment without serving any written notice. If you decide to resign during probation period or after confirmation, you will be liable to give 15 days notice or payment in lieu thereof.

#### 14. Final Dues on Resignation:

An employee should have worked for a minimum period of 1 month to be eligible for any kind of dues from the company. In case of termination of employment from either the employee or the Real Capital Ventures, the dues will be disbursed after 30 days from the last working day of the employee.

#### 15. Sharing of Salary related Information:

Your remuneration package is confidential and should not be shared with anyone except HR. Any violation will result in serious action and may lead into termination of employment.

We welcome you to the organization and look forward to your enriching our human resource and through your dedicated performance, making the company/ group stronger and more competitive. In reception, we assure you of a long, challenging, happy and rewarding career.

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

Thanking you,

For REAL CAPITAL VENTURES LLP

ARUN E

THOMAS

ARUN E THOMAS

Digitally signed by

ARUN E THOMAS

Date: 2023.05.08

14:24:27 +05'30'

(Designated Partner)

## Traineeship/Internship Offer Letter

Date: 12-Jun-2023

Dear Anagha N Inamdar,

We are pleased to offer you a Trainee position with INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED (the "Company"). This is an extension of educational training. Our goal is for you to learn more about technology and industry.

You shall be designated as **Junior Compliance Associate - Trainee**, for the period of **9 months** starting from **21/06/2023 till 31/03/2024**. On completion of the training period, on mutual discussion, your appointment shall be confirmed and communicated to you in writing if the Company finds you to be suitable for the identified post. The company will have the right to reassign or terminate the training if your performance or conduct does not fit standards of the company.

As Trainee, you will not be a Company employee. Therefore, you will receive stipend amount indicated below and be eligible for approved holiday pay, vacation pay and sick leave. You would not be eligible to receive salary, wages, benefits or other compensation. We are pleased to offer the following stipend during the period of training.

Compensation Heads	Amount / Monthly (INR)
Training Allowance	30,000

During your training period, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your traineeship/internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written communication.

We hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to HR.

Your joining location would be **Bangalore / Pune**

If you have any questions, please do not hesitate to contact HR at [Varunchand.cm@stonex.com](mailto:Varunchand.cm@stonex.com)  
& [Mayuri.jain@StoneX.com](mailto:Mayuri.jain@StoneX.com)

Yours sincerely,

*Molly Thomas*

Director – Talent Acquisition Programs

For INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED

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I accept the internship with the Company on the terms and conditions set out in this letter.

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

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

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

# Employment Offer Letter

Dear Anagha N Inamdar,

Date: 12-Jun-2023

With reference to the discussions, you had with us, it gives us great pleasure to inform you that we have found you suitable as below.

We are pleased to offer the following compensation as part of your employment, subject to your conversion from Trainee to Regular Full Time Employee upon good standing performance and conduct. Your job title would be **Junior Compliance Associate**.

Compensation Heads	Amount / Annual (INR)
Basic Salary	400,000
HRA	160,000
Special Allowance	137,080
<b>Retirals and Health Benefits</b>	
Employer's PF contribution	21,600
Insurance (Medical, Accident, Term)	25,000
<b>Allowances</b>	
Leave Travel Allowances	33,320
Broadband Allowances	48,000
<b>CTC (INR)</b>	<b>8,25,000</b>

In addition to the above fixed CTC, per your eligibility you will be awarded annual performance linked **Bonus** and **Gratuity** as per statutory norms.

<b>Bonus**</b>	<b>82,500</b>
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\*\*An indicative number is 10%, that varies based on performance.

This letter of offer is only provisional and your confirmation acknowledgement within five days to the contents of this communication is a pre-requisite for the formal letter of appointment that will be issued to you to confirm your appointment.

Your joining location would be **Bangalore / Pune** and tentative date of joining will be on or before 1<sup>st</sup> April, 2024

Yours sincerely,

*Molly Thomas*







Director – Talent Acquisition Programs

For INTL FCSTONE TECHNOLOGY SERVICES PRIVATE LIMITED

Title	Offer Letter - Revised
File name	Anagha N Inamdar_Offer Letter.pdf
Document ID	8414557a845d089be4f9499020840e128a448989
Audit trail date format	MM / DD / YYYY
Status	● Signed

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## Document History

 <small>SENT</small>	<b>06 / 12 / 2023</b> 15:42:40 UTC	Sent for signature to Anagha N Inamdar (anaghain29@gmail.com) from varunchand.cm@stonex.com IP: 163.116.205.119
 <small>VIEWED</small>	<b>06 / 12 / 2023</b> 16:29:59 UTC	Viewed by Anagha N Inamdar (anaghain29@gmail.com) IP: 223.186.85.137
 <small>SIGNED</small>	<b>06 / 13 / 2023</b> 16:08:03 UTC	Signed by Anagha N Inamdar (anaghain29@gmail.com) IP: 223.237.159.125
 <small>COMPLETED</small>	<b>06 / 13 / 2023</b> 16:08:03 UTC	The document has been completed.

## Offer Letter for Internship Placement

**Dated: 21<sup>st</sup> June 2023**

Mr. Manoj Kumar K  
Official/Authorized Signatory,  
Bangalore University  
Mysore Rd, Jnana Bharathi,  
Bengaluru, Karnataka 560056

**Sub:** - Internship Placement in POSHWAY Consultants & Co.

**Ref:** Mail dated 04<sup>th</sup> March 2023.

This is in pursuance to mail wherein we have screened students from Bangalore University, Bengaluru and Mr. Manoj Kumar K of MBA has been finalised in our organisation for the internship placement. It is stated that we would be able to accommodate the student as an Intern in the **Finance and Marketing Division** from **28<sup>th</sup> June 2023 to 28<sup>th</sup> August 2023** in an **Online mode**. The intern would be reporting to Senior Managers at POSHWAY Consultants & Co. The intern would be governed by the terms and conditions mentioned in Annexure A.

This is a performance-based internship constituting sales and corporate learning during which specific tasks in regard to Life stage Planning, Client handling and acquisition, Market Research reports and HRM would be provided to student and their skills would also be enhanced using first-hand practice during on-job training.

This internship offer is subject to the submission of Declaration (Form enclosed) by the student and his/her Parent/Guardian to POSHWAY Consultants & Co.

With Warm Regards

Ms. Shivani Kadam  
(HR Executive)  
Mob. +91 8076719516  
Email: [hr@poshwayconsultants.com](mailto:hr@poshwayconsultants.com)

**Copy to: Mr. Manoj Kumar K, Student of MBA at Bangalore University, Bengaluru.**

## Annexure A

**You shall be governed by the following terms and conditions of service during your internship with Poshway Consultants & Co.**

1. You are being hired as a Full-Time Intern. You would be reporting to the Senior Manager and Research/Financial Analyst assigned for the course of the internship, who will assign you tasks and responsibilities. You may also get in touch with HR in case of any queries for general day to day work.
2. It would be mandatory for you to share a filled-in form (KYI- Know Your Intern) which would include your Personal details (Name, Education Qualification, Aadhar Card, PAN Card, Bank Account Details) and other details (like your area of interest, expertise, etc.)
3. Training and Development session would be conducted regularly, and they might be scheduled on Sundays as well, subject to Mentor availability. You would be updated prior in case of sessions, being on Sunday and attendance is compulsory during these sessions. Also, feedback and evaluations would be scheduled at regular intervals, including details on overall progress and internship experience. It would also be compulsory for you to take part in simulation exercises, cohorts as per best fit.
4. You will be required to update your Senior Manager for any forthcoming events (if any) in advance to ensure work can be planned accordingly.
5. Sessions in evening for Reporting Hour in regard to inputs and queries would be compulsory, even if the Internship is Online/Offline. This would also help in clearing queries and improving the overall learning.
6. All the works produced at or in relation to Poshway Consultants & Co. will be the intellectual property of Poshway Consultants & Co. You are strictly prohibited from storing, copying, sharing and distributing any confidential information for clients, employees and any external stakeholder to any third party under any circumstances.
7. We ensure data privacy and security for our customers, clients, companies data and contact details and a confidentiality agreement is also signed with all clients. Poshway Consultants & Co. operates with zero tolerance in regard to data security and privacy guidelines to avoid lawsuits and breaches of NDA's for any client. Therefore, data meant for circulation within internal stakeholders must be kept as is, and any particular client's specific details must not be shared with any third party under any circumstances.





8. You are expected to hand over all the data stored/confidential information for client to your Senior Manager and it must be deleted from your system/device. Using this data in the public domain might even attract lawsuits from both clients and Poshway Consultants & Co.

9. You shall not engage yourself, directly, indirectly or in any capacity to any other organisation (other than your college) during the appointment period. You will be liable to be terminated forthwith by the company in the event of this breach.

10. You are expected to behave reasonably and professionally with your Senior Manager, clients and other key stakeholders during the internship appointment period. The company may terminate this agreement under the situation of in-disciplinary behaviour.

11. We would also like to offer Final Placement for Students who complete their duties timely, take responsibility for their work and are keen on achieving perfection in whatever they do. This would also be followed by appreciation and rewards.

12. Any damage to organisational property during the time of appointment would attract fines/penalties in lieu of damaged property.

13. We at Poshway Consultants & Co. keep our principles and our core values to utmost importance and you are also required to abide by the same.



## ACCEPTANCE

I have negotiated, agreed, read and understood all the terms and conditions of this offer letter as well as Annexure A hereto and affix my signature in complete acceptance of the terms of the letter.

**Dated:**

**Place:**

**Name:**

**Signature:**

**\*Note:** You are also requested to carry a copy of this letter, original documents (Aadhar Card, PAN Card, soft copy of Bank Account details) etc., on the very first day of the appointment).



30<sup>th</sup> May 2023

Dear Swathi G C,

**Sub: Contract for Services**

Further to the discussion we had with you, we are pleased to offer the post of **Intern-Business Development Representative** in our organization on as per terms and conditions mentioned hereunder:

1. Period of Contract: **Jun 19, 2023 - Dec 29, 2023**
2. Total Consideration: **Rs 4,50,000/-** per annum. Taxes as appropriate shall be deducted at source.

**Other Terms:**

1. You shall keep confidential all the information provided to you by the Company in the course of the Contract and shall not divulge the same to any third person without prior written permission from the Company. You shall also sign an NDA which shall be considered as part of the contract for service.
2. You shall not engage in activities similar to that which has not been contemplated in this Contract, during the tenure of the Contract.
3. You shall attend to your allotted assignments and shall be available as per the demands of your job.
4. Any business expense (travel, accommodation) that you may incur on the job will be reimbursed to you on actuals /as per the company's policies.
5. Medical Insurance: You will be covered under a Group medical insurance plan.
6. You agree that under no circumstances it is intended that you are an employee of the Company. The relationship with you is of a contractual nature and is tenable for the period of contract.
7. This contract gets terminated on **Dec 29, 2023** unless renewed by the Company. This contract may however be terminated any time before **Dec 29, 2023** by either party by serving to the other, a notice of 30 days.

Thanking you,

Sincerely,

For Altair India

**Preeta Bahugune**

**Director-HR**

**Declaration:**

I hereby declare and affirm that I have carefully studied and understood the terms and conditions of service, which have been explained to me in a language understood by me, and I accept and undertake to abide by the said terms and conditions

**Name:**

**Signature:**

**Date:**

**Altair Engineering India Pvt. Ltd.**

Prestige Trade Tower, No. 46,  
1 Floor, Palace Road,  
Sampangiramanagar,  
Bengaluru-560 001. INDIA

p: +91 80 6629 4501

CIN: U72200KA1996FTC020391

altair-india.in

By clicking the "eSign it!" button below, you are signing this agreement electronically. This agreement includes both the Offer Letter and the Non-Disclosure, Non-Compete & Intellectual Property Rights Agreement (collectively, the "Agreement"). You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "eSign it!" you consent to be legally bound by this Agreement's terms and conditions.



**Password Verified**



Name:

*Swathi G C*

Date:

5/30/23 (m/d/yy)

Signature ID:

90ES44ERDKW-32SVYD84H



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20207477597/Bangalore**  
**Date: 28/12/2022**

Mr. Vinayak M Nayak  
1726/Shanti NilayaNadoor Colony,  
Near Court,  
Yellapur-581359,  
Karnataka.  
Tel# 91-7676344922

Dear Vinayak M Nayak,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**  
**TCSL/DT20207477597**

1

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India  
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹15,000/- per month.

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

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

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

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

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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



amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

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

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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





HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

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

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

### Loans

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

### Professional Memberships

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



## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

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

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

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

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

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

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

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

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

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

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

### **4. Working Hours**

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

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

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

### **7. Increments and Promotions**

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

### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment,



business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

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

## **10. Service Agreement**

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

## **11. Overseas International Assignment Agreement**

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

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

## **12. Terms and Conditions**

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



### **13. TATA Code of Conduct**

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

### **14. Notice Period**

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 reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

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

### **17. Employment of Non Indian Citizens**

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

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.



## 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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



## **20. TCS Xperience Program**

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL in spite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

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

## **22. Rules and Regulations of the Company**

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

## **23. Compliance to all clauses**

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

## **24. Data Privacy Clause:**

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



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

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

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

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

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





**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Vinayak M Nayak</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## **Confidentiality and IP Terms and Conditions**

### **1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

## **8. Restriction on Associate's Rights**

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

## **9. No License**

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



## 10. Equitable Rights

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

## 11. General

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

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

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

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





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

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



Date: 05-Apr-2023

To,

Shivaprasad R  
143/39, 2nd Main road, Manjunath nagar,Ittamadu, Banashankari 3rd stage,Bangalore south  
Bangalore - 560085  
India

## OFFER OF EMPLOYMENT

Dear Shivaprasad,

We are pleased to extend to you an offer of employment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] (hereinafter referred to as "DXC" or the "Company") with details as follows:

Designation	Senior Assistant Help Desk Technician
Job Level	2
Date of Joining	13-Apr-2023
Base Location	Bangalore

Details of your compensation are as follows:

Your **Annual Fixed Pay** will be INR 280,000.00 per annum and the breakup of the same is provided in **Annexure-III**.

This offer of employment is subject to your agreement to the general terms and conditions of employment outlined in **Annexure-I** of this offer, which shall govern your employment with the Company.

You are required to submit originals of mandatory documents on the Date of Joining as per the list mentioned in **Annexure-II**.

**Please confirm your date of joining along-with acceptance of the terms and conditions outlined in this offer of employment within 2 days of receiving this letter.**

We are confident that you will make a positive contribution to DXC's success and that you will find working with DXC to be an exciting and rewarding opportunity.



*\*Due to the Covid-19, based on our assessment of the situation, your onboarding may be facilitated at your residence, if our offices continue to remain in precautionary closure mode.*

For and on behalf of EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd]

Authorized Signatory:

Lokendra Sethi

Lokendra Sethi (Apr 5, 2023 12:20 GMT+5.5)

Shivaprasad R

Shivaprasad R (Apr 5, 2023 18:20 GMT+5.5)

Name: Lokendra Sethi

Designation: Vice President Human Resources

Legal Name: Shivaprasad R

Read and accepted the above

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EIT Services India Private Limited, CIN: U72300KA2000PTC026968

Regd.Office: Digital Park, 39/40, Electronics City Phase II, Hosur Road, Bangalore – 560100, Karnataka, India

T +91 80 33862147, www.dxc.technology



## Annexure-I

### General Terms & Conditions of Employment

- **Compensation and Benefits:**

**Annual Fixed Pay.** Your annual fixed pay would be INR 280,000.00 per annum. Please refer to Annexure-III in this offer letter for details of your pay and benefits.

- **Statutory Benefits.** You will be eligible for statutory benefits such as provident fund, gratuity, payment of statutory bonus, etc. as per the Company policies and the applicable legislation.

a. **Provident Fund.** You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your Basic Salary to the Provident Fund Scheme. This is inclusive of statutory remittance by the Company towards the employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

b. **Gratuity.** You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 or the Code on Social Security 2020, as and when applicable.

- **Insurance Benefits.** In addition to the annual fixed pay, you shall also be entitled to the following benefits as per DXC Policy (subject to change at the sole discretion of DXC without any prior approval or notification to you):

The Company will provide Group Life Cover, Group Personal Accident Insurance for yourself and Group Medical Insurance coverage for you, your spouse and up to two dependent children. The annual premium will be borne by the Company and is over and above your annual fixed pay.

a. **Group Medical Insurance** coverage is extended to employee, spouse and up to two dependent children on a family floater basis for INR 1,000,000. You have an option to top it up by INR 200,000 or INR 400,000 or INR 600,000 or INR 800,000 by paying an additional premium. You can also cover parents/in laws by paying additional premium in the same floater.

b. **Group Personal Accident Insurance (GPAP)** coverage is 3 times of Annual Fixed Pay or INR 1,000,000, whichever is higher. Group Life Cover coverage is 2.5 times the Fixed gross salary. The premium payable for these insurance benefits forms a part of your Total Rewards.

- **Flexibility Benefits Package.** Upon joining, subject to annual fixed pay, you have the option to re-structure the allowances (if applicable) after allocation to (1) Basic Salary, (2) Retirals and (3) Statutory Bonus. A broad guideline applicable to you is attached in Annexure-IV to help you determine the plan.

Allowance restructuring may not be applicable for certain job levels due to statutory requirements.

- **Sign-on Bonus.** As a special consideration, you would be paid a sign-on bonus of INR ₹20,000.00. Kindly note that this would be a "once only" payment and would be predicated on your continued employment with DXC Technology for a period of 12 months from the date of joining. Should you leave the company before completion of 12 months, the total bonus already paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment per income tax act and rules will be borne by you.

- **Leave and Holidays:**

You are entitled to earned leave, casual leave as well as holidays as per the prevailing Company Policy.

**Note:** In addition to the statutory benefits, during the term of your employment with the Company, you may be entitled to participate in the employee benefit plans as applicable to your job level as per the Company policy. The Company reserves the right to cancel or change the benefit plans and programs it offers to its employees at any time, for any or no reason, and with or without notice.

Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 ("ESIC") as amended from time to time or the Code on Social Security 2020, as and when applicable.

The statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), and Provident Fund Contribution.

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## Other Terms & Conditions of Employment

- **Date of Joining.** The date of joining and any change in the same would be at the sole discretion of DXC.
  - a. Any date of joining change requested by you must be communicated to the recruiter at least 7 days prior to the original date of joining.
  - b. Date of joining mentioned in the offer letter is subjective to change based on your timely submission of documents required for background verification and onboarding.
  - c. If there is a change in date of joining as requested by you or company, a new offer letter will not be issued.
- **Work Hours.** You will be required to work as per the Company policies. A normal work week would consist of a forty-five (45) hour workweek excluding breaks. These are subject to change as per business requirements. The same number of work hours are expected even when you are on an assignment abroad unless communicated otherwise by the Company. You may also be required to work in shift timings based on business requirements and deliverables to its customers.
- **Work Flexibility.** You may be required to work from home or DXC premises based on your role and job requirements as determined by DXC, at its sole discretion. You shall not perform your job from outside India unless it has been approved/processed through DXC.
- **Transfer and Relocation.** During your employment with the Company your services can be transferred to any of the locations in India or abroad or any function, department, platform, or technology within Company offices, client locations, or to any associate or subsidiary company or group company of DXC, whether existing or to be set up in future, on terms and conditions to be agreed upon. The benefits linked to such transfers will be governed by the respective Company policy in force from time to time.
- **Confidentiality and Intellectual Property Rights.** Your obligation about confidentiality and intellectual property rights shall be in accordance with the Non-Disclosure Agreement to be signed between you and Company during onboarding. The provision of the said undertaking shall form an integral part of these General Terms and Conditions and a breach of the Undertaking shall be deemed a breach of these General Terms and Conditions. During your employment with the Company, you may perform services related to computer software systems and related material. You acknowledge that all right, title, and interest (including without limitation any patent, copyright, trademarks, moral rights, design rights, and other proprietary rights of any nature anywhere in the world), that is now or may be available, in any inventions, discoveries, concepts, designs, business processes, know-how, developments, improvements, original works of authorship, material, trade secrets, processes, formulae, business and product names, logos, slogans, industrial models, processes, designs, databases, methodologies, software, computer programs (including all source codes), technical information, manufacturing, engineering, and technical drawings, or the like (collectively, the "Inventions") created or conceived by you (either solely or jointly) in course of your employment with the Company shall vest with the Company upon creation. All work produced by you and done for the Company including software writing or development during employment with the Company shall be work done for and of the ownership of the Company and shall be the property of the Company. You understand and declare that you shall not claim any ownership therein or claim to be the author thereof.

You also agree that the work product/Inventions of these efforts shall be "works made for hire" belonging to the Company in which you retain no right, title, or interest. Furthermore, to the extent that any such ownership and proprietary rights do not vest with the Company automatically as per the terms above or through the operation of law, you hereby irrevocably, unconditionally and in perpetuity assign any rights including without limitation any patent, copyright, trademarks, moral rights, design rights, database rights, trade names, service marks and other proprietary rights available anywhere in the world in such work product/Inventions to the Company and herewith specifically, to the maximum extent permitted by applicable law, waives any moral rights as may accrue in such work product/Inventions.

Further, all records, documents, papers (including copies and summaries thereof), and other copyrightable works created, developed, or acquired by you in the course of employment shall, together with all the worldwide copyright and design rights in all such works, be and at all times remain the absolute property of the Company. You expressly waive the application of Section 19 (4) of the Indian Copyright Act, 1957.

In performing the work assigned to you, you will not use any third-party information, including but not limited to information that you agreed to maintain or were obligated to maintain as confidential, and will not copy any material of a third party.

- **Consent to use personal information.** You hereby consent to the collection of your personal information including your sensitive personal information by the Company about your employment at the Company, including conducting background checks and verifications and for the processing of your benefits, while you are employed with the Company. You also consent to the Company sharing such personal information with authorized third parties including but not limited to Company's subsidiaries, affiliated companies, officers, directors, managers, shareholders, agents, employees, attorneys, representatives, and assignees (collectively "Authorized Parties"), and any other third party acting on the Authorized Parties' behalf in accordance with local laws, for legitimate purposes in connection with your employment and the Company's business and in

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compliance with applicable law. You authorize the Company to transfer such personal information or data to a third party in India or abroad to the extent required to enable such third party to perform employment-related services for the Company.

- **Compliance with privacy obligations.** You acknowledge and fully understand that the Company is committed to safeguarding the privacy and personal information of all its employees, customers, and any other individual that it may be engaged with and that Company has in place suitable policies for securing this compliance. You hereby unconditionally confirm to comply with and abide by the requirements of these policies.
- **Information Security.** You are expected to maintain the confidentiality and integrity of the information assets and comply with all current and future information security policies and directives of the Company, its affiliates, and customers. You are required to maintain the confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, cellular devices and other transportable computers and storage media. You are responsible for maintaining a secure information-processing environment. You are further responsible for maintaining information security even outside the premises of the organization and/or, outside the normal working hours.
- **Business Code of Conduct, Conflict of Interest, and Ethics.** You are expected to conduct yourself with the highest level of ethics. You are also required to sign the Company's Code of Ethical Business Conduct / Conflict of Interest document on the Date of Joining and are obliged to be compliant with the same throughout your employment with the Company. You certify that you will immediately disclose any situation in the future that may possibly be interpreted as involving a conflict of interest. Any instance of non-compliance shall constitute a ground for termination of employment.
- **Compliance with US Laws.** You acknowledge and understand that any equipment and/or technical data/information and/ or services related to U.S.-origin technologies covered by either the U.S. Commerce Control List (CCL) or the U.S. Munitions List (USML), and belonging to the Company or any of its affiliates or any customer or client of the Company or any of such customer's or client's affiliates or subsidiaries, to which you may have access or which may be disclosed to you in the course of employment with the Company or while working for the Company as a subcontractor, consultant, supplier/vendor or in any other independent status, is subject to the Export Administration Regulations (Title 15 Code of Federal Regulations, Parts 730 – 774) and/or the International Traffic In Arms Regulations (Title 22 Code of Federal Regulations, Parts 120 – 130), respectively.

You hereby certify that such equipment, technical data/information, and/or services will not be further disclosed, exported, re-exported, or transferred by you in any manner to any other foreign national or any foreign country without the prior written approval of the Company and/or the U.S. Commerce Department's Bureau of Industry and Security (BIS), and/or the U.S. State Department's Directorate of Defense Trade Controls (DDTC), as required and will be in compliance with the applicable U.S. laws and regulations.

- **Prohibition on alternative employment.** Your position with the Company calls for your full-time employment. You are not permitted to seek alternative employment either whole-time or part-time, or associate with any firm, person, or organization as an advisor, director, or partner, whether for remuneration or not while your employment with the Company, without written permission from the Company.
- **Termination.**
  - **Termination for convenience.** You and the Company both have the right to terminate the employment for convenience by providing at least three months' notice ("hereinafter referred to as "**Notice**"). In case of termination for convenience is initiated by you, the Company reserves the right to either; a) Ask you to serve the entire applicable Notice period as mentioned above or b) Waive the Notice Period on payment by you of an amount equal to the salary payable for such Notice period. The aforesaid options are solely at the discretion of the Company and representatives acting on its behalf. In the event you terminate the employment without providing the appropriate Notice, it will be deemed to be a material breach of these terms and the Company shall be entitled to insist that you serve the Notice period mandatorily and/or claim damages suffered. Notwithstanding anything contained herein, the Company reserves its right to terminate your employment with immediate effect by giving you compensation in lieu of Notice.
  - **Termination for cause/ breach of this General Terms and Conditions.** The Company may in its sole discretion terminate your employment without any Notice, for cause, breach of this General Terms and Conditions of employment, non-performance, failure to comply with applicable policies, misconduct, failure to successfully complete any performance improvement plan, failure to provide joining documentation or in case of any adverse background check reports, any fraudulent acts on your part or for any disciplinary reasons as per the Company's disciplinary procedure. The Company may as a part of disciplinary proceedings or in order to investigate a complaint against you, the Company may put you on suspension for so long as it may think fit without prejudice to the Company's right to subsequently terminate this offer of employment on the same or any other ground.

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- **Effect of Termination.** (a) Upon termination of your employment for any reason whatsoever, the Company shall have the right to deduct any outstanding amounts owed by you to the Company from your full and final settlement. Your full and final settlement shall be as per the procedure in the Company policies; (b) You shall hand over all materials, equipment of the Company, or any other property of the Company as per the prescribed procedure under the Company policies.
- **Non-Solicitation/ Non-Competition**
  - During your employment and for a period expiring (12) twelve months after cessation of employment with the Company for whatever reason, you will not:
    - be engaged (by way of employment, consultancy, or partnership) either directly or indirectly by a customer of the Company (or any affiliate thereof) on whose account you have worked in 12 months prior to your departure for your benefit or that of any third person or organization;
    - work on any product similar to the product of the Company on which the Company has intellectual property rights that you have worked in the (12) twelve months before your departure;
    - either directly or indirectly solicit the employees of the Company.
- **Governing Law & Jurisdiction.** This offer of employment is made according to the laws of India and the appropriate Courts in Bangalore will have exclusive jurisdiction for all matters arising from or in relation to the offer of employment.
- **Retirement:** You will retire from the services of the Company upon attaining the age of 60 years.
- **Severability:** If any provision of these General Terms and Conditions is held invalid or unenforceable by a court of competent jurisdiction, it shall be considered severed from these General Terms and Conditions, and it shall be deemed automatically replaced by an alternative provision coming closest in scope and mended effect to the original provision, and it shall not invalidate the remaining provisions contained herein which shall continue in full force and effect.
- **International Workers:** Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join. The compensation structure shared hereinbelow is valid only for Citizens of India, Nepal, and Bhutan. In case you are an international worker as defined by the applicable statute, as a condition of your employment, you are required to disclose the same at the time of offer and onboarding and your compensation structure will be redefined at the same fixed compensation. In case of non-disclosure of the same, liabilities arising out of it, if any, shall be borne entirely by you and you will indemnify all the losses, damages occurred due to your non submission of the information and documents pertaining to your nationality.

You shall comply with all other Company policies and rules as notified from time to time. It shall be your responsibility to familiarize yourself with the applicable policies and rules. The Company may modify, augment, delete, or revoke any policies, procedures, practices, or statements regarding your employment at any time, at its sole discretion. Any such changes will be effective immediately upon approval by an officer of the Company or by official declaration through email to all employees unless otherwise stated.

The General Terms and Conditions and applicable Company policies constitute the entire agreement among the parties and supersede all prior and existing agreements, both oral and written between the Company and you concerning your employment in the Company.

**Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of employment and return it to us for official record-keeping.**



## Annexure-II

### List of Mandatory Documents

You are requested to upload the following documents mandatorily in soft copy format on DXC Employee Connect portal, five days prior to your date of joining. Please know that failure to submit these documents in time will result in Date of Joining getting postponed till receipt of all necessary documentation.

#### **Candidate Owned Documents:**

1. Passport Size Photograph
2. PAN Card (Self Attested)
3. Latest copy of Aadhar from UIDAI (<https://myaadhaar.uidai.gov.in/>)
4. Passport and Work Permit (Only applicable for Non-Indian Nationals)
5. Photocopy of Highest Education Certificate
6. Resignation Acceptance and Last Working Day proof

#### **Company Provided documents (to be signed and submitted by candidate):**

1. Signed Offer Letter (With signatures on every page)
2. PF Forms (11 & 2)
3. Gratuity Form
4. ESIC Form 1 (Applicable for employees for whom an amount is mentioned in **ESIC- Employer Contribution\*\*\*** in Annexure III). Soft copy of (i) Bank Passbook or (ii) Cancelled Cheque Leaflet or (iii) Bank Statement containing A/C No., IFSC Code and MICR Code and disability certificate if applicable
5. Non-Disclosure Agreement
6. Night Shift Declaration

#### **Please note the following points:**

1. The Company provided documents and the instruction to upload soft copy of documents will be sent to you along with welcome email/docket. You are requested to fill out these documents as directed in the instructions also provided within the welcome email.
2. Besides above, you might need to complete insurance and ethics related documentation which you will receive from your onboarding partner.

This offer of employment is subject to successful background and reference check (which may include verification of the previous employment/s, educational verification, criminal records check, etc.). Any adverse verification may lead to immediate termination of this offer or employment as applicable. You hereby certify that all the information (including but not limited to educational qualifications, work experience, past compensation drawn, and all other information) supplied by you to the Company is completely true and accurate. If it is later found that you had supplied incomplete/inaccurate/untrue/false information, then the Company reserves the right to terminate your employment without any notice and seek appropriate damages or reimbursement of financial expenses incurred, including those incurred towards your training, relocation, or any other allowances. This is without prejudice to any other rights which the Company may have against you.



### Annexure-III

#### Pay Structure Details

Salary Component	Monthly (INR)	Annual (INR)
<b>Fixed Salary</b>		
Basic	₹12,820.50	₹153,846.00
Provident Fund (PF) - Employer Contribution	₹1,538.50	₹18,462.00
Statutory Bonus*	₹2,564.08	₹30,769.00
<b>Sub-Total(A)</b>	<b>₹16,923.08</b>	<b>₹203,077.00</b>
<b>Flexible Benefits Salary</b>		
Flexible Benefits Component 1	₹6,410.25	₹76,923.00
<b>Sub-Total(B)</b>	<b>₹6,410.25</b>	<b>₹76,923.00</b>
<b>Annual Fixed Pay (A+B)</b>	<b>₹23,333.33</b>	<b>₹280,000.00</b>
<b>Other Benefits</b>		
Gratuity**	₹616.67	₹7,400.00
ESIC- Employer Contribution***	₹625.00	₹7,500.00
Insurance Premium****	₹1,139.92	₹13,679.00
<b>Sub-Total (C)</b>	<b>₹2,381.58</b>	<b>₹28,579.00</b>
<b>Total Rewards (A+B+C)</b>	<b>₹25,714.92</b>	<b>₹308,579.00</b>

\* Statutory deduction would include but not be limited to Income Tax, Professional Tax (if applicable), ESIC Contribution (if applicable), Provident Fund

\*\* Employee shall be eligible as per the provisions of the 'Payment of Gratuity Act, 1972' or the Code on Social Security 2020, as and when applicable

\*\*\* Employee shall be eligible as per provisions of Employees State Insurance Act, 1948 as amended from time to time or the Code on Social Security 2020, as and when applicable

\*\*\*\* Approximate Group Medical Insurance coverage premium assumed towards employee plus spouse and up to 2 dependent children, and towards Group Life Cover and Group Personal Accident Insurance coverage

## Annexure-IV

### Flexible Benefits Package

Following are the list of flexible benefits\* that DXC provides to employees to plan their pay structure accordingly.

Salary Component	Maximum Limit	Supporting Documents
1. House Rent Allowance (HRA)	50% Of Annual Basic	Declaration & at least one receipt per quarter, as proof of rent, from landlord
2. Leave Travel Allowance (LTA)	INR 200,000 pa	Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave
3. Children Education Allowance <i>For a maximum of 2 dependent children; INR100 per child per month</i>	INR 2400 pa	Declaration and submission of receipts
4. Children Hostel Allowance <i>For a maximum of 2 dependent children; INR300 per child per month</i>	INR 7200 pa	Declaration and submission of receipts
5. Chauffeur and Fuel Reimbursement for Own Car		Declaration and submission of receipts
6. Meal Coupon	INR 26400 pa	Nil
7. Telephone Reimbursement <i>Towards telephone and/or broadband expenses</i>	INR 18000 pa	Declaration and submission of receipts
8. Transport Allowance <i>Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year; fully taxable</i>	100% of Flexible Benefits Declaration	Nil

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

**OL No: AM358**

**Date : 29 December 2022**

Dear **Prajwal R,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 03 January 2023**

Training Period : **03 January 2023 to 12 January 2023**

On the Job Training Start Date: **13 January 2023**

On the Job Training End Date: **12 June 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **200000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **03 January 2023**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

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**ACADEMOR**

1537, 5th Main Rd, Rajiv Gandhi Nagar, Sector 7,  
HSR Layout, Bengaluru, Karnataka 560102

[info@academor.com](mailto:info@academor.com) [+91 80950 71599](tel:+918095071599)

### **Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

---

#### **ACADEMOR**

1537, 5th Main Rd, Rajiv Gandhi Nagar, Sector 7,  
HSR Layout, Bengaluru, Karnataka 560102  
[info@academor.com](mailto:info@academor.com) +91 80950 71599

**ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**ACADEMOR**

1537, 5th Main Rd, Rajiv Gandhi Nagar, Sector 7,  
HSR Layout, Bengaluru, Karnataka 560102

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**OL No: AM358**

**Date : 29 December 2022**

Dear **Chandan BR**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor**.

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SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

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- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

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(Candidate's Signature)

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3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**ACADEMOR**1537, 5th Main Rd, Rajiv Gandhi Nagar, Sector 7,  
HSR Layout, Bengaluru, Karnataka 560102[info@academor.com](mailto:info@academor.com) +91 80950 71599



**Confidential**



ANZ Support Services India Pvt Ltd  
"Eucalyptus", Manyata Embassy Business Park - SEZ,  
Outer Ring Road, Nagavara & Rachenahalli Village  
K R Puram Hobli  
Bengaluru 560 045

31 October, 2023

Chaitra K  
ITI Layout, 3rd Cross, 2nd Stage, Bangalore, Karnataka  
560072 India

Dear Chaitra,

On behalf of ANZ, I am pleased to offer you the position of Banking Ops Analyst, Servicing, IND BLR, Grp 6.3 with ANZ Support Services India Pvt Ltd (**ANZ**).

This letter provides you with the information you need to accept this offer and the things you will need to do prior to your commencement with ANZ. You will find enclosed a copy of your employment agreement.

**Accepting ANZ's offer of employment and next steps**

As part of our e-Execution process, you will be asked if you accept the offer and the terms of employment in the employment agreement (including the cover letter and Schedules). We must receive your e-Executed employment agreement electronically within five calendar days from the date of this letter, otherwise this offer may be withdrawn.

Please also bring the following original documents with you for verification on your first day of work:

- India Passport copy is first preference. If you don't have a passport, kindly share Voters Id or Birth certificate or Ration Card.
- PAN and Aadhaar is mandatory
- Copies of all documents relating to your skills, experience and education qualifications, as required by ANZ
- For Non-India citizen/Foreign hires: copies of all visas you have to enable you to work in India.
- One passport size photo
- UAN & Aadhaar link is mandatory & share a copy of the screenshot with your Onboarding team

Please also arrange to:

1. Open a bank account

All ANZ employees are required to have their salary credited to an ANZ bank account, where such a facility is available. If your location does not currently have such a facility, ANZ will assist you in opening a bank account with a preferred bank as determined by ANZ at the relevant time.

2. Provide consent to undergo pre-employment screening

To comply with its legal and regulatory obligations and in accordance with ANZ policy, ANZ may require you to consent to undergo a police record check or other background checks before you commence employment with ANZ.

ANZ may engage the services of an external provider (First Advantage) to conduct these checks. This external provider may contact you prior to your commencement with ANZ to obtain your consent. When you receive this email, log into their website (via personal computer or mobile phone) and complete the online form.

**Please note:** It is a condition of ANZ's offer that you will not be able to commence employment on the proposed date contained in your employment agreement if the above steps for your background checks have not been completed prior to the date. In those circumstances, ANZ may withdraw its offer or change your commencement date.

If you have further questions please contact your line manager or recruitment consultant to talk about any aspects of this offer.

I look forward to welcoming you as part of the team and wish you every success in your new role.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Rita Newman', written in a cursive style.

Rita Newman  
**Tribe Lead, Joiners & Movers**



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This letter sets out the terms of your employment, and constitutes your employment agreement with ANZ. If you accept this offer, this agreement will become your only employment agreement with ANZ and will replace all previous employment agreements and understandings between you and ANZ.

**1. Position details**

The details of your position with ANZ including your reporting arrangements, work location and the date you will start work in this position are set out in Schedule 1.

You agree to diligently perform the duties and responsibilities that ANZ assigns to you. ANZ may vary these duties and responsibilities at any time.

**2. Pay and rewards**

Information about your pay and rewards are contained in Schedule 2.

**3. Hours of work**

The number of hours that you agree to work and details of other work arrangements are set out in Schedule 1.

**4. Policies, procedures, rules and codes**

Information about the way we work at ANZ is contained in our policies, procedures, rules and codes. You are required to comply with these policies, procedures, rules and codes and it is important that you read and familiarise yourself with them. Our policies are available on the intranet.

These policies, procedures, rules and codes do not form part of your employment agreement and may be varied by ANZ

from time to time at ANZ's discretion.

## **5. Code of conduct and ethics**

ANZ has developed guiding principles and ethical standards which apply to you as an employee of ANZ. These are set out in the Code of Conduct and Ethics and the supporting policy framework. You must act in accordance with these principles and standards at all times.

## **6. Leave**

Your leave entitlements, including annual leave, sick and parental leave are contained in ANZ's policies. ANZ is committed to ensuring that its leave policies comply with at least the minimum legal requirements.

## **7. Ending employment with ANZ**

Schedule 3 sets out the different ways that your employment with ANZ may come to an end and the entitlements and obligations that will apply.

## **8. Conflict of Interest**

Some activities or interests may conflict with your obligations to ANZ. These activities and interests include:

- (a) any outside business interest including non-ANZ work (paid or unpaid), business ventures, directorships, partnerships or a direct or indirect financial interest which has the potential to be in conflict with your employment, the interests of ANZ or ANZ's partners, customers or suppliers; or
- (b) engaging in any activity that might compete directly or indirectly with ANZ Group (in this employment agreement, ANZ Group means ANZ and any related body corporate as defined in the Corporations Act 2001, any joint ventures or partnerships in which ANZ is a participant or any body corporate in which ANZ or a related body corporate of ANZ is a strategic investor or has a strategic equity interest) or might pose a conflict of interest with your employment; or
- (c) having or gaining an interest including a direct or indirect financial interest (for example, ownership of shares or ownership or investment in an outside business), which might pose a conflict of interest with your employment. You must not do any things that may conflict with your obligations to ANZ, no matter how minor they may seem to be, unless you have the prior written approval of ANZ.

You must also disclose any potential conflict of interest to ANZ before you start work and as soon as possible, at any time one arises, during your employment.

## **9. Confidential information**

As a leading and trusted financial institution it is essential that ANZ guarantees the privacy, confidentiality and integrity of its information.

Confidential information is any information about ANZ Group, its customers or its affairs which you obtain after signing your contract of employment or during your employment, unless the information is already available to the public other than as a result of a breach of this clause. Some specific examples of confidential information include information about:

- Customers, including, their names, contact details, financial information and the dealings they have with ANZ Group or the products and services we have supplied to them;
- ANZ's processes, procedures and systems;
- Working documents such as research, strategies, papers, proposals, presentations and financial information.

You must keep secure, and must not disclose or use confidential information except where required as part of your role, or with your line manager's written agreement.

These obligations continue after your employment with ANZ ends.

## **10. Intellectual property**

In the course of your employment you may develop concepts or materials which give rise to intellectual property rights.

You agree:

- that ANZ will own all of these intellectual property rights;
- where applicable, to assign to ANZ any of these intellectual property rights (including any future rights) on a worldwide basis;
- to irrevocably waive any moral rights that you may hold in any materials concepts or ideas you create during your employment with ANZ; and
- to execute any further documents that are required by ANZ to give effect to these obligations.

## **11. Monitoring of ANZ systems**

As a leading global financial institution ANZ has obligations to monitor and report fraud and other irregular activities to regulatory authorities. All ANZ systems and equipment, including employee ANZ bank accounts, are monitored for purposes including the detection and prevention of fraudulent activity. Your communications and access are not private and monitoring may take place for work-related, security or other investigatory purposes. For security purposes ANZ may record such telephone conversations as it may consider appropriate and may access recorded information in the case of a security or other investigation. You should be aware that any private discussions made on these lines may be intercepted and your personal privacy is not guaranteed.

## **12. Repayment of monies**

You acknowledge that, both during your employment and after your employment ends, you have an obligation to repay any employment related amounts you owe to ANZ.

You agree that for all employment related amounts:

- upon request, you will repay any monies mistakenly paid to you by ANZ;
- upon request, you will repay all amounts you owe to ANZ (for example, personal expenses incurred on an ANZ provided credit card or mobile telephone, or amounts owing for ANZ funded study assistance); and
- subject to law, ANZ is authorised to withhold unpaid amounts from monies otherwise owed to you upon termination of employment.

## **13. Pre-employment screening & ongoing screening**

In accordance with its legal and regulatory obligations, and in accordance with ANZ policy, you may be required to

undergo a police record check prior to commencing work with ANZ, or at other times during your employment.

You may also be required to undergo other checks (e.g. bankruptcy checks, sanctions screening, reference checks, etc). ANZ may engage the services of an external provider to conduct these checks.

Your initial and ongoing employment is conditional on ANZ being satisfied that the results of:

- a police record check are compatible with the inherent requirements of your position; and
- any other required background or other checks are to the satisfaction of ANZ (keeping in mind your position and ANZ's role as a financial institution)

ANZ may use any information you provide to conduct reference checks and any other background checks.

Your employment is also conditional upon you holding all necessary visas and meeting all immigration requirements necessary for you to work in India in this position.

If, in the opinion of ANZ, any of your background checks, reference checks or visas are not satisfactory, ANZ may choose not to commence your employment, or where you have already started, to end your employment immediately, with no liability to pay compensation to you.

#### **14. Variations to this employment agreement**

You and ANZ may agree to vary this employment agreement in writing.

In addition, to meet business needs, ANZ may change your position, position title, reporting arrangements, duties and location on giving you reasonable notice. ANZ may also change the various components of your TEC as described in Schedule 2.

Changes to the terms and conditions of your employment will not constitute a termination of your employment, and will not entitle you to any benefits under the ending employment provisions of this employment agreement.

If any changes are made to the terms of your employment, all other terms of this employment agreement will continue to apply to your employment.

#### **15. National (Australian) Privacy Principles and India Privacy Legislation**

In addition to the terms and conditions contained in this employment agreement, the following shall also be applicable:

(a) the National (Australian) Privacy Principles form part of this letter and apply to your employment. You must diligently comply with those principles in performing your duties for ANZ.

(b) India Privacy Laws: The Government of India has notified The Reasonable security practices and procedures and sensitive personal data or information Rules (Privacy Laws).

Privacy Laws provide various obligations on organisations in India. To facilitate your employment, or to comply with statutory or regulatory requirements, ANZ Support Services India Pvt Ltd will collect sensitive personal data or information about you and your dependants from time to time. This includes, without limitation, information relevant to your

employment or your dependants' information such as password, physical, physiological or mental health conditions, medical records, or financial information such as your bank account details.

ANZ Support Services India Pvt Ltd may also be required to collect, transfer, or disclose such information to other ANZ entities (including ANZ Banking Group Limited) and/or to third parties where it is necessary to facilitate your employment. This may include medical practitioners, rehabilitation providers, insurers or other experts, agents and consultants to assist ANZ in relation to your employment.

By accepting this you provide your consent to ANZ Support Services India Pvt Ltd and other entities as above to collect, store, share and use the sensitive personal data or information about you or your dependants.

#### **16. Compliance with applicable laws**

You must strictly comply with all applicable laws including any rules, regulations and guidelines issued by the Reserve Bank of India or the Securities and Exchange Board of India, with regards to customer information, confidentiality, securities trading, etc.

#### **17. Governing law and jurisdiction**

This employment agreement will be governed by, and construed in accordance with, the laws of India.

#### **18. Severability**

If any part of this employment agreement is found to be illegal or unenforceable by any court of law or any competent governmental or other authority, the remaining parts of the agreement will be severable and enforceable in accordance with their terms, so long as they do not fail their essential purpose. You and ANZ agree to negotiate in good faith to replace any such illegal or unenforceable part with suitable substitute provisions which will maintain as far as possible the purposes and the effect of this offer.

#### **19. True and correct information**

You declare that all information provided by you is true and correct. If any information you have provided is false or misleading in any particular then ANZ shall be at liberty to terminate your employment without notice at its absolute discretion. By accepting this offer, you confirm that you have not been placed on a bond or convicted of any criminal offence.

#### **20. Employment agreement confidentiality**

It is a condition of your employment that you keep the terms of this employment agreement confidential. If you have any questions in relation to these matters you may raise them with your line manager or your recruitment consultant.

#### **21. Consent to Electronic Transmission of Information**

You agree to receive, for your consideration, this employment agreement electronically by accessing the ANZ Careers Portal using your unique user name and password (using single sign on to access SuccessFactors Careers Portal via PeopleHub if you are an existing ANZ employee).

Should you agree to accept the terms and conditions in this employment agreement, you consent to do so by way of e-Execution. This will require you to:

- log into your candidate profile and select your application for the role;
- review the identified letter of offer;
- select the accept option on your online application to confirm that you have read, you have understood and you agree to the terms and conditions in this employment agreement;
- type your first name and surname in the space provided to confirm your identity;
- type date of acceptance; and
- then click on "Submit".

When you meet your Onboarding Specialist, you will also need to sign this employment agreement by way of your handwritten signature.

Yours sincerely



Rita Newman  
**Tribe Lead, Joiners & Movers**

***Schedule 1 - Details of position and working arrangements***

**Position title**

Banking Ops Analyst, Servicing, IND BLR, Grp 6.3

**Classification**

6.3

**Reporting arrangements**

Binita Goswami

**Place of work**

Manyata Embassy Business Park, Outer Ring Road, Near Nagavara, Bengaluru - 560045

**Commencement date**

20 November, 2023

**Agreed hours of work**

You agree to work 170 hours per four weekly cycle and any reasonable additional hours you may need to work to



effectively perform your role. Your remuneration includes compensation for all hours that you are required to work.

You may be eligible to receive paid overtime or other allowances/payments where you work hours outside of those hours specified above. These allowances/payments will be paid in accordance with ANZ policy.

### **Rostered hours of work**

The days and times you will be required to work these hours and any changes will be advised to you by ANZ.

You may be required to work any shift timing that is required of you by ANZ, including the night shift. Shift times may be subject to change with or without notice. You agree that you will be bound to work shifts as required by ANZ.

### **Suspension**

ANZ may suspend you from performing your duties at ANZ's absolute discretion. An example of where this may occur is if you are subject to an investigation relating to potential breaches of the ANZ Code of Conduct (or other ANZ policies, procedures, rules or codes) or if you are subject to an investigation by a regulator.

Generally, you will be suspended with pay. Subject to the laws of your Country, ANZ may consider it necessary to suspend you from performing your duties without pay.

## Schedule 2 - Pay and rewards

### Remuneration Rs. (p.a)

#### Basic Salary

- 225,000.00

#### HRA

- 90,000.00

#### Provident Fund (ANZ's Company Contribution)\*

- 27,000.00

#### Flexible Component

- 108,000.00

#### ESI Contribution \*\*

- NA

#### Total Employment Cost (TEC)

- 450,000.00

Your TEC is based on the full-time hours. If you are employed part-time, your TEC and any relevant components will be pro-rated based on your part-time hours of work.

You agree that an incremental employer payments/contributions that ANZ may have to incur/remit in order to meet or adapt to regulatory requirements, amendments or changes in interpretation of law, or business needs or due to the subsequent coverage under any social security or other benefit statute, will be adjusted from other existing components in the TEC above, provided always that your overall TEC will remain the same

### Note:

\*Provident fund: Both you and ANZ will make provident fund contributions required by law. You agree that ANZ may deduct your contribution from your salary and remit it to the Provident Fund on your behalf.

\*\*Employee state insurance (ESI): If you are covered under ESI, both you and ANZ will make ESI contributions as required by law.

In addition to the amounts outlined above, you may receive a statutory bonus and/or Service Weightage Allowance if eligible and as mandated by applicable law.

### Payment of salary

All ANZ employees are required to have their salary credited to an ANZ bank account, where such a facility is available. If

your location does not currently have such a facility, ANZ will credit your salary to your nominated bank account which is required to be a bank account opened with an ANZ-preferred bank as determined by ANZ at the relevant time.

## **Gratuity**

You will be eligible for gratuity on completion of 4 years of continuous service if you meet the eligibility criteria provided in applicable Indian laws and ANZ policy. Any gratuity will be paid upon termination of employment with ANZ.

## **Downward Adjustment (including Clawback where applicable)**

Any variable remuneration awarded to you at any time (including cash and equity, and whether that remuneration has been deferred or not) is subject to downward adjustment under applicable law, regulatory standards and guidance, the provisions of the ANZBGL Performance & Remuneration Policy as amended in ANZ's sole discretion, and any separate conditions of grant issued to you. It is important that you read and familiarize yourself with the ANZBGL Performance and Remuneration Policy. ANZ's policies are available via ANZ's intranet and can be viewed upon commencement.

For the avoidance of doubt, variable remuneration awarded to you will (without limitation) be subject to ANZ's discretions:

- to downward adjust (including to nil) variable remuneration by making in-year adjustments, or applying malus<sup>1</sup> or clawback<sup>2</sup>;
- to freeze and/or further defer variable remuneration; and/or
- if you occupy a role or position prescribed to which clawback applies (regarding which, you will have received or have access to a "Consequences – Clawback" attachment from ANZ policy) to require you to pay back some or all of the variable remuneration in the clawback period specified at the time of award (and in all cases will not be less than the period required under applicable law), after it has been paid or vested, up to the amount or value of the benefit accruing, allocated or provided to you by reason of a grant and vesting of the remuneration. You agree to comply with any Clawback Notice given to you, and cooperate with any request by ANZ for relevant information, whether or not you remain employed by ANZ at the time.

1. "Malus" means an adjustment to reduce the value of all or part of deferred variable remuneration before it has been paid or vested.

2. "Clawback" means the recovery of an amount corresponding to some or all variable remuneration that has been paid or vested

It is a condition of eligibility to be considered for any award of variable remuneration that you agree that any award is subject to ANZ's discretions as set out above. Any additional conditions of grant applicable to an award will be separately issued to you.

### ***Schedule 3 - Details on termination of employment***

#### **Probationary period**

A probationary period of 3 months will apply from the commencement date. You or ANZ may terminate your employment during the probationary period with two weeks' written notice.

#### **Resignation**

You may resign from ANZ by giving 2 months written notice (or a shorter period if agreed with ANZ).

#### **Termination on notice**

ANZ may end your employment by giving you 2 months written notice.

You will not be entitled to the notice in this clause if your employment ends:

- (a) during your probation period; or
- (b) for a reason that results in termination without notice.

#### **Payment in lieu of notice**

ANZ may at its sole discretion choose to pay you in lieu of some or all of the notice periods (relating to resignation and termination on notice) set out above.

Any payment in lieu of notice will be calculated on the basis of your TEC (minus the provident fund component).

#### **Duties during notice period**

During a notice period, ANZ may require that you not perform your duties or attend at the workplace or that you perform different duties. You agree to stop communicating with any ANZ Group customers, suppliers, employees and contractors if asked to do so by ANZ. However, you remain an employee of ANZ and bound by the terms of this employment agreement until the end of the notice period.

#### **Termination without notice**

ANZ may end your employment without notice (or payment in lieu) if, in the opinion of ANZ, you engage in unacceptable behaviour that constitutes serious misconduct (including fraud, theft or dishonesty), or if you engage in other conduct that is a serious neglect of duty, or conduct tending to bring yourself, ANZ and/or any of its related corporations into disrepute, or serious breach of any of the terms of this employment agreement or is a material breach of any company policy.

#### **Non-solicitation**

During your employment with ANZ and for 6 months after your employment with ANZ ends you must not (either alone, with or through others) solicit, interfere with or attempt to entice away from ANZ Group:

- any employee of ANZ Group; or
- any customer or client of ANZ Group or any person who was in the habit of dealing with ANZ,

with whom you have had direct or indirect contact or dealings, or knowledge of, during the 12 months before your employment with ANZ ended.

You acknowledge that the restriction is both reasonable and necessary in order to protect the legitimate business interests of ANZ.

Your obligations relating to confidential information continue to operate following the end of this non solicitation period.

### **Return of property**

You will be responsible for the safekeeping of all ANZ property which may be in your use, custody or charge. At any time if requested by ANZ, or when your employment ends, you must return all ANZ Group property to ANZ. You must also return any notes or records (electronic, hard copy or otherwise) made during the course of your employment which contain any information that is confidential to ANZ Group.

### **Notice requirements**

Notice of termination provided by you or ANZ must be in writing.

Where notice is provided to you by ANZ, notice must be either delivered to you personally or delivered by registered post or courier to you at your home address last known to ANZ.

Where it is not practicable to deliver the notice as above, ANZ may serve you such notice electronically.

Where you are providing notice to ANZ, such notice must be in writing and must be either delivered in person or by registered post or courier to your line manager (or acting line manager).

Where it is not practicable to deliver the notice as above, you may serve such notice on your line manager or acting line manager electronically.

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ANZ Support Services India Pvt Ltd  
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K R Puram Hobli  
Bengaluru 560 045

31 October, 2023

Yuktha D  
No.54, Shreyas Colony, Gauravnagar,  
Bangalore, Karnataka 560078  
India

Dear Yuktha D,

On behalf of ANZ, I am pleased to offer you the position of Banking Ops Analyst, Servicing, IND BLR, Grp 6.3 with ANZ Support Services India Pvt Ltd (**ANZ**).

This letter provides you with the information you need to accept this offer and the things you will need to do prior to your commencement with ANZ. You will find enclosed a copy of your employment agreement.

#### **Accepting ANZ's offer of employment and next steps**

As part of our e-Execution process, you will be asked if you accept the offer and the terms of employment in the employment agreement (including the cover letter and Schedules). We must receive your e-Executed employment agreement electronically within five calendar days from the date of this letter, otherwise this offer may be withdrawn.

Please also bring the following original documents with you for verification on your first day of work:

- India Passport copy is first preference. If you don't have a passport, kindly share Voters Id or Birth certificate or Ration Card.
- PAN and Aadhaar is mandatory
- Copies of all documents relating to your skills, experience and education qualifications, as required by ANZ
- For Non-India citizen/Foreign hires: copies of all visas you have to enable you to work in India.
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**Please note:** It is a condition of ANZ's offer that you will not be able to commence employment on the proposed date contained in your employment agreement if the above steps for your background checks have not been completed prior to the date. In those circumstances, ANZ may withdraw its offer or change your commencement date.

If you have further questions please contact your line manager or recruitment consultant to talk about any aspects of this offer.

I look forward to welcoming you as part of the team and wish you every success in your new role.

Yours sincerely

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**Tribe Lead, Joiners & Movers**



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Information about the way we work at ANZ is contained in our policies, procedures, rules and codes. You are required to comply with these policies, procedures, rules and codes and it is important that you read and familiarise yourself with them. Our policies are available on the intranet.

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- (b) engaging in any activity that might compete directly or indirectly with ANZ Group (in this employment agreement, ANZ Group means ANZ and any related body corporate as defined in the Corporations Act 2001, any joint ventures or partnerships in which ANZ is a participant or any body corporate in which ANZ or a related body corporate of ANZ is a strategic investor or has a strategic equity interest) or might pose a conflict of interest with your employment; or
- (c) having or gaining an interest including a direct or indirect financial interest (for example, ownership of shares or ownership or investment in an outside business), which might pose a conflict of interest with your employment. You must not do any things that may conflict with your obligations to ANZ, no matter how minor they may seem to be, unless you have the prior written approval of ANZ.

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- to irrevocably waive any moral rights that you may hold in any materials concepts or ideas you create during your employment with ANZ; and
- to execute any further documents that are required by ANZ to give effect to these obligations.

## **11. Monitoring of ANZ systems**

As a leading global financial institution ANZ has obligations to monitor and report fraud and other irregular activities to regulatory authorities. All ANZ systems and equipment, including employee ANZ bank accounts, are monitored for purposes including the detection and prevention of fraudulent activity. Your communications and access are not private and monitoring may take place for work-related, security or other investigatory purposes. For security purposes ANZ may record such telephone conversations as it may consider appropriate and may access recorded information in the case of a security or other investigation. You should be aware that any private discussions made on these lines may be intercepted and your personal privacy is not guaranteed.

## **12. Repayment of monies**

You acknowledge that, both during your employment and after your employment ends, you have an obligation to repay any employment related amounts you owe to ANZ.

You agree that for all employment related amounts:

- upon request, you will repay any monies mistakenly paid to you by ANZ;
- upon request, you will repay all amounts you owe to ANZ (for example, personal expenses incurred on an ANZ provided credit card or mobile telephone, or amounts owing for ANZ funded study assistance); and
- subject to law, ANZ is authorised to withhold unpaid amounts from monies otherwise owed to you upon termination of employment.

## **13. Pre-employment screening & ongoing screening**

In accordance with its legal and regulatory obligations, and in accordance with ANZ policy, you may be required to

undergo a police record check prior to commencing work with ANZ, or at other times during your employment.

You may also be required to undergo other checks (e.g. bankruptcy checks, sanctions screening, reference checks, etc). ANZ may engage the services of an external provider to conduct these checks.

Your initial and ongoing employment is conditional on ANZ being satisfied that the results of:

- a police record check are compatible with the inherent requirements of your position; and
- any other required background or other checks are to the satisfaction of ANZ (keeping in mind your position and ANZ's role as a financial institution)

ANZ may use any information you provide to conduct reference checks and any other background checks.

Your employment is also conditional upon you holding all necessary visas and meeting all immigration requirements necessary for you to work in India in this position.

If, in the opinion of ANZ, any of your background checks, reference checks or visas are not satisfactory, ANZ may choose not to commence your employment, or where you have already started, to end your employment immediately, with no liability to pay compensation to you.

#### **14. Variations to this employment agreement**

You and ANZ may agree to vary this employment agreement in writing.

In addition, to meet business needs, ANZ may change your position, position title, reporting arrangements, duties and location on giving you reasonable notice. ANZ may also change the various components of your TEC as described in Schedule 2.

Changes to the terms and conditions of your employment will not constitute a termination of your employment, and will not entitle you to any benefits under the ending employment provisions of this employment agreement.

If any changes are made to the terms of your employment, all other terms of this employment agreement will continue to apply to your employment.

#### **15. National (Australian) Privacy Principles and India Privacy Legislation**

In addition to the terms and conditions contained in this employment agreement, the following shall also be applicable:

(a) the National (Australian) Privacy Principles form part of this letter and apply to your employment. You must diligently comply with those principles in performing your duties for ANZ.

(b) India Privacy Laws: The Government of India has notified The Reasonable security practices and procedures and sensitive personal data or information Rules (Privacy Laws).

Privacy Laws provide various obligations on organisations in India. To facilitate your employment, or to comply with statutory or regulatory requirements, ANZ Support Services India Pvt Ltd will collect sensitive personal data or information about you and your dependants from time to time. This includes, without limitation, information relevant to your

employment or your dependants' information such as password, physical, physiological or mental health conditions, medical records, or financial information such as your bank account details.

ANZ Support Services India Pvt Ltd may also be required to collect, transfer, or disclose such information to other ANZ entities (including ANZ Banking Group Limited) and/or to third parties where it is necessary to facilitate your employment. This may include medical practitioners, rehabilitation providers, insurers or other experts, agents and consultants to assist ANZ in relation to your employment.

By accepting this you provide your consent to ANZ Support Services India Pvt Ltd and other entities as above to collect, store, share and use the sensitive personal data or information about you or your dependants.

#### **16. Compliance with applicable laws**

You must strictly comply with all applicable laws including any rules, regulations and guidelines issued by the Reserve Bank of India or the Securities and Exchange Board of India, with regards to customer information, confidentiality, securities trading, etc.

#### **17. Governing law and jurisdiction**

This employment agreement will be governed by, and construed in accordance with, the laws of India.

#### **18. Severability**

If any part of this employment agreement is found to be illegal or unenforceable by any court of law or any competent governmental or other authority, the remaining parts of the agreement will be severable and enforceable in accordance with their terms, so long as they do not fail their essential purpose. You and ANZ agree to negotiate in good faith to replace any such illegal or unenforceable part with suitable substitute provisions which will maintain as far as possible the purposes and the effect of this offer.

#### **19. True and correct information**

You declare that all information provided by you is true and correct. If any information you have provided is false or misleading in any particular then ANZ shall be at liberty to terminate your employment without notice at its absolute discretion. By accepting this offer, you confirm that you have not been placed on a bond or convicted of any criminal offence.

#### **20. Employment agreement confidentiality**

It is a condition of your employment that you keep the terms of this employment agreement confidential. If you have any questions in relation to these matters you may raise them with your line manager or your recruitment consultant.

#### **21. Consent to Electronic Transmission of Information**

You agree to receive, for your consideration, this employment agreement electronically by accessing the ANZ Careers Portal using your unique user name and password (using single sign on to access SuccessFactors Careers Portal via PeopleHub if you are an existing ANZ employee).

Should you agree to accept the terms and conditions in this employment agreement, you consent to do so by way of e-Execution. This will require you to:

- log into your candidate profile and select your application for the role;
- review the identified letter of offer;
- select the accept option on your online application to confirm that you have read, you have understood and you agree to the terms and conditions in this employment agreement;
- type your first name and surname in the space provided to confirm your identity;
- type date of acceptance; and
- then click on "Submit".

When you meet your Onboarding Specialist, you will also need to sign this employment agreement by way of your handwritten signature.

Yours sincerely



Rita Newman  
**Tribe Lead, Joiners & Movers**

***Schedule 1 - Details of position and working arrangements***

**Position title**

Banking Ops Analyst, Servicing, IND BLR, Grp 6.3

**Classification**

6.3

**Reporting arrangements**

Binita Goswami

**Place of work**

Manyata Embassy Business Park, Outer Ring Road, Near Nagavara, Bengaluru - 560045

**Commencement date**

20 November, 2023

**Agreed hours of work**

You agree to work 170 hours per four weekly cycle and any reasonable additional hours you may need to work to

effectively perform your role. Your remuneration includes compensation for all hours that you are required to work.

You may be eligible to receive paid overtime or other allowances/payments where you work hours outside of those hours specified above. These allowances/payments will be paid in accordance with ANZ policy.

### **Rostered hours of work**

The days and times you will be required to work these hours and any changes will be advised to you by ANZ.

You may be required to work any shift timing that is required of you by ANZ, including the night shift. Shift times may be subject to change with or without notice. You agree that you will be bound to work shifts as required by ANZ.

### **Suspension**

ANZ may suspend you from performing your duties at ANZ's absolute discretion. An example of where this may occur is if you are subject to an investigation relating to potential breaches of the ANZ Code of Conduct (or other ANZ policies, procedures, rules or codes) or if you are subject to an investigation by a regulator.

Generally, you will be suspended with pay. Subject to the laws of your Country, ANZ may consider it necessary to suspend you from performing your duties without pay.

## Schedule 2 - Pay and rewards

### Remuneration Rs. (p.a)

#### Basic Salary

- 225,000.00

#### HRA

- 90,000.00

#### Provident Fund (ANZ's Company Contribution)\*

- 27,000.00

#### Flexible Component

- 108,000.00

#### ESI Contribution \*\*

- NA

#### Total Employment Cost (TEC)

- 450,000.00

Your TEC is based on the full-time hours. If you are employed part-time, your TEC and any relevant components will be pro-rated based on your part-time hours of work.

You agree that an incremental employer payments/contributions that ANZ may have to incur/remit in order to meet or adapt to regulatory requirements, amendments or changes in interpretation of law, or business needs or due to the subsequent coverage under any social security or other benefit statute, will be adjusted from other existing components in the TEC above, provided always that your overall TEC will remain the same

#### Note:

\*Provident fund: Both you and ANZ will make provident fund contributions required by law. You agree that ANZ may deduct your contribution from your salary and remit it to the Provident Fund on your behalf.

\*\*Employee state insurance (ESI): If you are covered under ESI, both you and ANZ will make ESI contributions as required by law.

In addition to the amounts outlined above, you may receive a statutory bonus and/or Service Weightage Allowance if eligible and as mandated by applicable law.

#### Payment of salary

All ANZ employees are required to have their salary credited to an ANZ bank account, where such a facility is available. If

your location does not currently have such a facility, ANZ will credit your salary to your nominated bank account which is required to be a bank account opened with an ANZ-preferred bank as determined by ANZ at the relevant time.

## **Gratuity**

You will be eligible for gratuity on completion of 4 years of continuous service if you meet the eligibility criteria provided in applicable Indian laws and ANZ policy. Any gratuity will be paid upon termination of employment with ANZ.

## **Downward Adjustment (including Clawback where applicable)**

Any variable remuneration awarded to you at any time (including cash and equity, and whether that remuneration has been deferred or not) is subject to downward adjustment under applicable law, regulatory standards and guidance, the provisions of the ANZBGL Performance & Remuneration Policy as amended in ANZ's sole discretion, and any separate conditions of grant issued to you. It is important that you read and familiarize yourself with the ANZBGL Performance and Remuneration Policy. ANZ's policies are available via ANZ's intranet and can be viewed upon commencement.

For the avoidance of doubt, variable remuneration awarded to you will (without limitation) be subject to ANZ's discretions:

- to downward adjust (including to nil) variable remuneration by making in-year adjustments, or applying malus<sup>1</sup> or clawback<sup>2</sup>;
- to freeze and/or further defer variable remuneration; and/or
- if you occupy a role or position prescribed to which clawback applies (regarding which, you will have received or have access to a "Consequences – Clawback" attachment from ANZ policy) to require you to pay back some or all of the variable remuneration in the clawback period specified at the time of award (and in all cases will not be less than the period required under applicable law), after it has been paid or vested, up to the amount or value of the benefit accruing, allocated or provided to you by reason of a grant and vesting of the remuneration. You agree to comply with any Clawback Notice given to you, and cooperate with any request by ANZ for relevant information, whether or not you remain employed by ANZ at the time.

1. "Malus" means an adjustment to reduce the value of all or part of deferred variable remuneration before it has been paid or vested.

2. "Clawback" means the recovery of an amount corresponding to some or all variable remuneration that has been paid or vested

It is a condition of eligibility to be considered for any award of variable remuneration that you agree that any award is subject to ANZ's discretions as set out above. Any additional conditions of grant applicable to an award will be separately issued to you.



### ***Schedule 3 - Details on termination of employment***

#### **Probationary period**

A probationary period of 3 months will apply from the commencement date. You or ANZ may terminate your employment during the probationary period with two weeks' written notice.

#### **Resignation**

You may resign from ANZ by giving 2 months written notice (or a shorter period if agreed with ANZ).

#### **Termination on notice**

ANZ may end your employment by giving you 2 months written notice.

You will not be entitled to the notice in this clause if your employment ends:

- (a) during your probation period; or
- (b) for a reason that results in termination without notice.

#### **Payment in lieu of notice**

ANZ may at its sole discretion choose to pay you in lieu of some or all of the notice periods (relating to resignation and termination on notice) set out above.

Any payment in lieu of notice will be calculated on the basis of your TEC (minus the provident fund component).

#### **Duties during notice period**

During a notice period, ANZ may require that you not perform your duties or attend at the workplace or that you perform different duties. You agree to stop communicating with any ANZ Group customers, suppliers, employees and contractors if asked to do so by ANZ. However, you remain an employee of ANZ and bound by the terms of this employment agreement until the end of the notice period.

#### **Termination without notice**

ANZ may end your employment without notice (or payment in lieu) if, in the opinion of ANZ, you engage in unacceptable behaviour that constitutes serious misconduct (including fraud, theft or dishonesty), or if you engage in other conduct that is a serious neglect of duty, or conduct tending to bring yourself, ANZ and/or any of its related corporations into disrepute, or serious breach of any of the terms of this employment agreement or is a material breach of any company policy.

#### **Non-solicitation**

During your employment with ANZ and for 6 months after your employment with ANZ ends you must not (either alone, with or through others) solicit, interfere with or attempt to entice away from ANZ Group:

- any employee of ANZ Group; or
- any customer or client of ANZ Group or any person who was in the habit of dealing with ANZ,

with whom you have had direct or indirect contact or dealings, or knowledge of, during the 12 months before your employment with ANZ ended.

You acknowledge that the restriction is both reasonable and necessary in order to protect the legitimate business interests of ANZ.

Your obligations relating to confidential information continue to operate following the end of this non solicitation period.

### **Return of property**

You will be responsible for the safekeeping of all ANZ property which may be in your use, custody or charge. At any time if requested by ANZ, or when your employment ends, you must return all ANZ Group property to ANZ. You must also return any notes or records (electronic, hard copy or otherwise) made during the course of your employment which contain any information that is confidential to ANZ Group.

### **Notice requirements**

Notice of termination provided by you or ANZ must be in writing.

Where notice is provided to you by ANZ, notice must be either delivered to you personally or delivered by registered post or courier to you at your home address last known to ANZ.

Where it is not practicable to deliver the notice as above, ANZ may serve you such notice electronically.

Where you are providing notice to ANZ, such notice must be in writing and must be either delivered in person or by registered post or courier to your line manager (or acting line manager).

Where it is not practicable to deliver the notice as above, you may serve such notice on your line manager or acting line manager electronically.



**Deloitte Support Services India Private Limited**  
**Floor No 15, Deloitte Tower - 1, Survey No 41, Gachibowli**  
**Village, Ranga Reddy District, Hyderabad - 500032,**  
**Telangana, India**

**Tel: +91 040 67621000**  
**www.deloitte.com**

Jul 25, 2023

**Ms. Vaishnavi B S**  
**87/2, Ganesh Mandir Road, 2Nd Block, Thyagaraja Nagar,**  
**Bangalore, 560070**  
**India**

**Subject: Offer of Employment**

**Dear Vaishnavi B S:**

On behalf of **Deloitte Support Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Data Management Services** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 4, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 325,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **September 4, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within **pre-defined** boundary if their shift timings are between 8:30 p.m. - 6:00 a.m. in Hyderabad, 9:00 p.m. - 6:00 a.m. in Mumbai, Pune; 7:00 p.m. - 6:00 a.m. in Gurugram, 8:00 p.m. - 6:00 a.m. in Bengaluru, Chennai, and Kolkata.

This letter and **Deloitte Support Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Vaishnavi**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

**For Deloitte Support Services India Private Limited**  
Best regards,

DocuSigned by:  
*Pooja Madhavi*  
63848E76D79643C...  
By: \_\_\_\_\_  
Signature

**Authorized Signatory**

**Acceptance**

I, **Vaishnavi**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10  
Sealed Time: 2023.07.25 09:35:32 -07:00

## New Hire Useful Information

04-Sep-23

Congrats and welcome to Deloitte family!!!

The below information will be useful in identifying the practice you belong to:

Employee Name : Jyothi E  
Personnel Number : 814930  
Official Email ID : JYOTE@DELOITTE.COM  
Designation : II-Assoc Analyst, SV Rsrch & Analysi  
Entity : Deloitte Support Services India Private Limited  
Business : INTERNAL SERVICES  
Business Area : CoRe Support  
Business Line : CoRe DDAI

Happy to help if you need any further assistance.

Best Regards,

Talent Onboarding

### Important Information:

1) For any **technical or talent** related issues please contact **Technology Call Centre**.

- **Phone number:** +91 040 6762 2222
- **Toll free number:** 1800 2582 2222

2) Ensure you complete the below mentioned nominations using the following steps.

- i. PF    ii. Gratuity    iii. Insurance & Other Benefits**

**DeloitteNet >> Talent OnDemand >> Total Rewards >> My Pay Slip, Tax & Reimbursements >> My Transactions >> My Nominations, then click on point 1 / 2 / 3**

3) New Hire Paper Documents (soft copies only):

- Share all your employment and education related documents to the below listed mailboxes accordingly.

Type of Document	Email ID
Education	usindiabieducation@deloitte.com
Employment	usindiabiemployment@deloitte.com

**Relieving Letter Declaration**

To,

I, Jyothi E , have joined Deloitte Support Services India Private Limited

("Company") on Sep-23 . The last working day with my previous employer was on

NA (Date) and I have not been able to provide the relieving letter from my previous employer to the Company.

I shall endeavor to submit such relieving letter by NA (Date) to the Company.

I hereby declare that as on date of this declaration, I am not employed with any other organization in any capacity whatsoever.

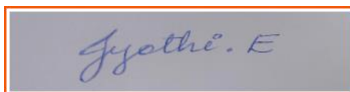
I further undertake to indemnify the Company for any loss to the Company on account of incorrect information/details provided by me or any misrepresentation and understand that any such misrepresentation could lead to a disciplinary action against me resulting up to termination of employment.

Further, I understand that due to the non-submission of the above-mentioned relieving letter from my previous organization, the Company may not be able to complete the mandatory background verification process and likely that I will not be assigned for client engagements which requires mandatory background verification done and due to which I may not be able to be staffed on such engagement until I have provided required documents and the background verification has been completed.

I take complete responsibility for all implications (including but not limited to legal implications and / or termination of employment with the Company) which may arise as a result of non-submission of the documents / non-completion of the background check process, as per the policies / guidelines of the Company.

Thanking you,

Signature:



Name : Jyothi E

Personnel Number : 814930

DOJ : 04-Sep-23



To  
Director – HR  
Deloitte.

**Joining Report**

I Jyothi E, II- Assoc Analyst, SV Rsr, have joined on 04-Sep-23  
in Deloitte Support Services India Private Limited.

Regards

A handwritten signature in blue ink that reads "Jyothi. E", enclosed in a grey rectangular box with an orange border.

(Signature)

Personnel Number : 814930  
Official Email ID : JYOTE@DELOITTE.COM  
Business : INTERNAL SERVICES  
Business Area : CoRe Support  
Business Line : CoRe DDAI

## Conditional Hire Clause

Dear **Jyothi E**

As a campus hire, you are required to acknowledge the following clauses as applicable in three scenarios prior to your joining Deloitte USI.

**Scenario 1: If you have already given your examination and are awaiting results/transcripts:**

- You will need to provide regular transcripts and certificates within 180 days from your Date of Joining.

**Scenario 2: If your examinations are deferred BUT conducted later (owing to COVID-19 related ambiguity):**

- You will need to provide regular transcripts and certificates to conduct background verification within six months post your examination.
- If your examinations are scheduled to a date later than your onboarding date with Deloitte, you will be allowed to take PTO accrued by you or go on a leave of absence.
- Any travel-related costs incurred to attend your examinations will be borne by you.
- All travel-related requests for the above will need to be planned and discussed with your manager. You will also need to follow office entry protocols as applicable (including disclosure of health and travel location).

**Scenario 3: If your examinations are cancelled:**

- You will need to provide provisional clearance certificate/document as deemed by your university/educational institute.
- You will need to clear other elements of the background verification.

*For Scenario 1, please select the below check box:*



I have already given my examination and awaiting results/transcripts.

*For Scenario 2 and/or Scenario 3, please select the below check box:*



I acknowledge that I have read and understood the terms of this conditional hire clause and agree to comply throughout my employment/association. I acknowledge that failure to clear the background verification or non-compliance to provide relevant documentation will result in my offer being rescinded.

**For Deloitte Support Services India Private Limited**

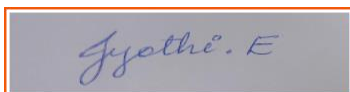


**OMKAR CHANDRAMOULI KONCHUR**

**Talent**

Authorized Signatory

*I acknowledge that I have read and understood the terms of this conditional hire clause and agree to comply throughout my employment/association. I acknowledge that failure to clear the background verification or non-compliance to provide relevant documentation will result in my offer being rescinded.*



Jyothi E

04-Sep-23



Signature

Name

Date

Jyothi E  
NAME

Hyderabad  
OFFICE

## Annexure B

### **Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement (“Employment Agreement”)**

In consideration of my employment by **Deloitte Support Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Floor 15, Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500032, Telangana, India.** (the “Employer”) as a II- Assoc Analyst, SV Rsrch & Analysi [INSERT APPROPRIATE TITLE] and other

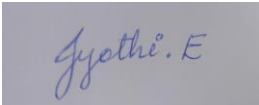
valuable consideration, I acknowledge and agree that:

### **PRELIMINARY MATTERS**

- Defined Terms.** The italicized terms in this agreement (the “Employment Agreement”) are defined in **Exhibit A** hereto.
- Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer’s offer of *Employment* or my becoming, and serving as, a II- Assoc Analyst, SV Rsrch & Analysi [INSERT APPROPRIATE TITLE] of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency’s decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

### **PROTECTION OF OUR BUSINESS**

- Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

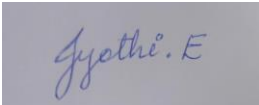


5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

A rectangular box with a thin orange border containing a grey rectangular area with the handwritten signature "Jyothi. E" in blue ink.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

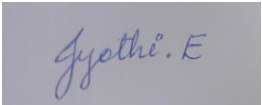
I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

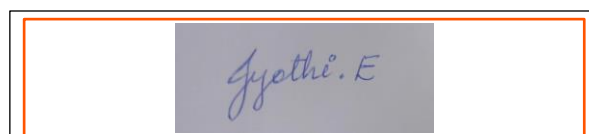
e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer



an irrevocable, royalty free, perpetual, fully paid up, transferable, sublicensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.
15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte*



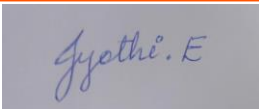
*Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

## **OTHER POST-EMPLOYMENT OBLIGATIONS**

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

## **OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH**

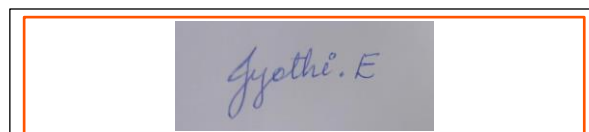
20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.
21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations



described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

## MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Telangana, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.
27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or



prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

\_\_\_\_\_

**For Deloitte Support Services India Private Limited**

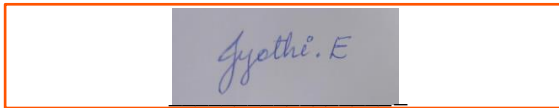


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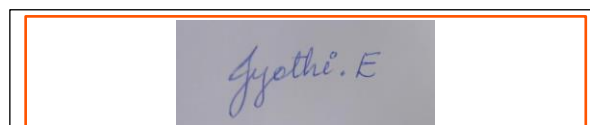
Talent  
Authorized Signatory

Effective as of 04-Sep-23, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature:



Name Jyothi E





## **EXHIBIT A**

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Attest Client** – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

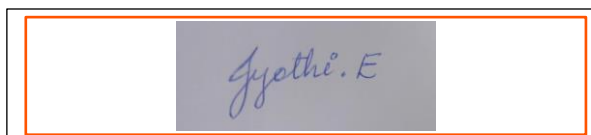
**Deloitte US India** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte US India: (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Independence** – National Office (Independence) of Deloitte LLP.



**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual’s name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

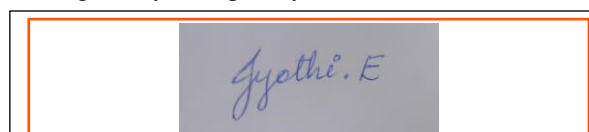
- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual’s name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries,



charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

Jyothi. E

**EXHIBIT B**

**Pre-existing Creations; Pre-existing Agreements or Arrangements**

[none, unless otherwise specified]

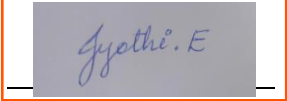
Yes, I do have Pre-existing Creations, Pre-existing Agreements or Arrangements

No, I do not have Pre-existing Creations, Pre-existing Agreements or Arrangements

**Title**

**Date**

**Brief Description**

Signature:  Name: Jyothi E Date: 04-Sep-23

ACCEPTED AND AGREED TO:

**DELOITTE SUPPORT SERVICES INDIA PRIVATE LIMITED.**

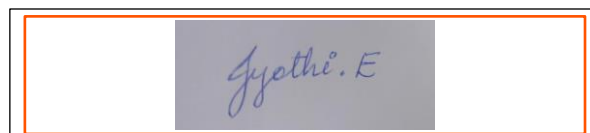


OMKAR CHANDRAMOULI KONCHUR

Talent  
Authorized Signatory

04-Sep-23  
Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



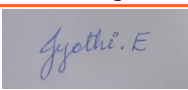
**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

- Yes, I do have Proceedings to report
- No, I do not have Proceedings to report

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.



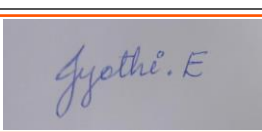
Signature

Jyothi E

Name (Print)

04-Sep-23

Date



**EXHIBIT D**

**Exceptions to Post-Employment Restrictions: re: Clients**

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Yes, I do have Post-Employment Restrictions re: Clients

No, I do not have Post-Employment Restrictions re: Clients

Name of Client

Specified Kind of Services(s) Permitted

\_\_\_\_\_

**DELOITTE SUPPORT SERVICES INDIA PRIVATE LIMITED**



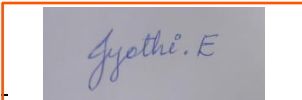
OMKAR CHANDRAMOULI KONCHUR

Talent  
Authorized Signatory

04-Sep-23

Date

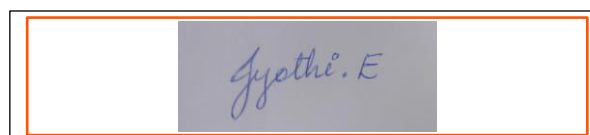
I have read and understood the above policy terms.

Signature: 

Name: **Jyothi E**

Date: **04-Sep-23**

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.



## Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Support Services India Private Limited.** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

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### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

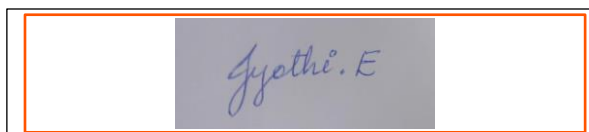
Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on [www.deloittenet.com](http://www.deloittenet.com). The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to [www.deloittenet.com](http://www.deloittenet.com) and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.



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## 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT (“Employment Agreement”)

You will be expected to sign the Employer’s Employment Agreement. Please contact Talent for further details.

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## 3. HARRASSMENT POLICY

**Administrative Policy Release (“APR”) 213** is the Employer’s policy prohibiting harassment. Deloitte LLP's subsidiaries located in India (“*Deloitte US India*”) are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on Deloittenet after joining *Deloitte U.S. India*.

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## 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer’s policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

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## 5. RETIREMENT AGE

The age of retirement for employees of Deloitte US India is 60 years.<sup>1</sup> Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

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## 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

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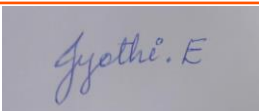
## 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

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<sup>1</sup> This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte US India’s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.



A rectangular box with a double-line border containing a grey background with the handwritten signature "Jyothi.E" in blue ink.



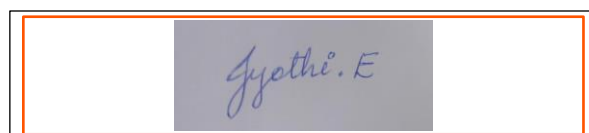
In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

## MISCONDUCT

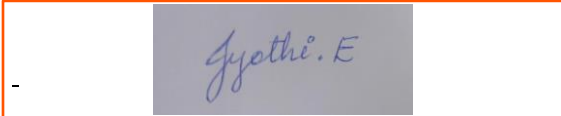
Misconduct may include but is not limited to:

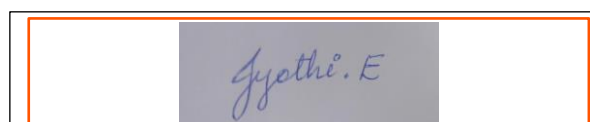
- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) ([https://deloitte.net.deloitte.com/About/Policies/Admin/Pages/218\\_OutsideEmploymentActivities\\_US.aspx](https://deloitte.net.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx)).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.



The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and *Deloitte US India's* other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloittenet.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **04-Sep-23**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature  Name **Jyothi E**



## **Personnel Privacy Notice**

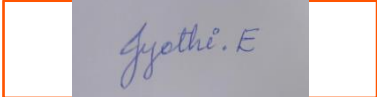
The terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and *Deloitte US India's* other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. [DeloitteNet](#) for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

*You agree to have read the [USI Personnel Privacy Notice](#) and consent to the collection and processing of your personal data by the Employer for purposes described in the Personnel Privacy Notice.*

Effective as of [04-Sep-23](#) , I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

[Jyothi E](#)

[Hyderabad](#)



Name

Office

Signature



## Deloitte USI Employees Welfare Trust

### Benefit Programs & Employee Consent

Deloitte USI Employees Welfare Trust ("Trust") is an employee welfare and benefit fund that supports you and your loved ones to navigate through unforeseen challenges and difficult phases of life, like natural calamities, disasters, and in the event of unfortunate death of a Deloitte professional

In line with the above objectives, the Trust provides the following benefits to you and your dependents:

- a) Financial assistance to employees in case of property damage during disaster and natural calamity
- b) Financial support to deceased employee's family to take care of children education expenses, and
- c) Financial assistance to deceased employee's spouse to undergo learning or skill training

I provide consent to become a member of the "Deloitte USI Employees Welfare Trust" and contribute a nominal annual membership fee to be eligible as a beneficiary of Trust Programs.

I also provide consent to access/use Personal Identifiable Information related information as deemed necessary by the Trust on behalf of self and beneficiaries. I understand that any such data or information may be disclosed by Trust or Deloitte to related entities or third parties, including, without limitation to accessing, storing, and analyzing.

Signature

Jyothi E \_\_\_\_\_

Name

04-Sep-23 \_\_\_\_\_

Date



**Deloitte Support Services India Private Limited**  
**Floor No 15, Deloitte Tower - 1, Survey No 41, Gachibowli**  
**Village, Ranga Reddy District, Hyderabad - 500032,**  
**Telangana, India**

**Tel: +91 040 67621000**  
**www.deloitte.com**

Jul 25, 2023

**Ms. Jyothi E**  
**17#2, 3rd Main Road Kalyanagar Nagarbhavi,**  
**Bengaluru, 560072**  
**India**

**Subject: Offer of Employment**

**Dear Jyothi E:**

On behalf of **Deloitte Support Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Data Management Services** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 4, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 325,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **September 4, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within **pre-defined** boundary if their shift timings are between 8:30 p.m. - 6:00 a.m. in Hyderabad, 9:00 p.m. - 6:00 a.m. in Mumbai, Pune; 7:00 p.m. - 6:00 a.m. in Gurugram, 8:00 p.m. - 6:00 a.m. in Bengaluru, Chennai, and Kolkata.

This letter and **Deloitte Support Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Jyothi**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

**For Deloitte Support Services India Private Limited**

Best regards,

DocuSigned by:  
*Pooja Madnani*  
63848E76D79643C...  
By: \_\_\_\_\_  
Signature

**Authorized Signatory**

**Acceptance**

I, **Jyothi**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:  
*Jyothi E*  
DDA82DA3E6444B0...  
Signature \_\_\_\_\_

Jul 26, 2023  
Date \_\_\_\_\_



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10  
Sealed Time: 2023.07.25 09:13:06 -07:00

**Annexure A****Ms. Jyothi E****Associate Analyst - Data Management Services**

<b>Description</b>	<b>Monthly</b> (Rs. per month)	<b>Annual</b> (Rs. per Annum)
Basic Pay	<b>9,500</b>	<b>114,000</b>
House Rent Allowance (HRA)	<b>4,750</b>	<b>57,000</b>
Special Allowance <sup>1a &amp; 1b</sup>	<b>7,884</b>	<b>94,608</b>
Leave Travel Allowance <sup>2</sup>	<b>950</b>	<b>11,400</b>
Meal Card <sup>3</sup>	<b>2,200</b>	<b>26,400</b>
Employer's contribution to PF	<b>1,800</b>	<b>21,600</b>
<b>Total Salary (in Rs.)</b>	<b>27,084</b>	<b>325,008</b>
Variable Bonus*	You are eligible for a performance linked variable bonus. It will be paid out at the end of the fiscal year, as applicable and on the basis of your individual performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	<b>3,014</b>	<b>36,167</b>

\*The Variable Bonus will vary, primarily based on your individual performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being a active on the rolls of the Employer, during the Annual Incentive Program payout cycle for the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid during the Annual Incentive Program payout cycle of that year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time. All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

**Annexure A**

<sup>1</sup>All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

**Employee Level -  
Associate Analyst**

<sup>1a</sup>Communication Expenses

<sup>1b</sup>Fuel Expenses

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Petrol / Driver / Insurance / Repairs & Maintenance

**Rs./₹ 3,000/-** per month

**Rs./₹ 7,500/-** per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

You may also be eligible to either a One-time Stipend or a temporary lodging basis joining the registered office location, you will receive a survey from Deloitte prior to your joining.

You may select the best option for availing the relocation assistance. If an employee who has availed this reimbursement decides to quit within 18 months from the date of relocation claim for whatever reason, the relocation reimbursement paid to the employee will be recovered in full, from the employee's full and final settlement.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

**Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.**





Jyothi E

Hyderabad

### Annexure B

#### **Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")**

In consideration of my employment by **Deloitte Support Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Floor No 15, Deloitte Tower - 1, Survey No 41, Gachibowli Village, Ranga Reddy District, Hyderabad - 500032, Telangana, India** (the "Employer") as **Associate Analyst - Data Management Services** and other valuable consideration, I acknowledge and agree that:

#### **PRELIMINARY MATTERS**

**1. Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.

**2. Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### **PROTECTION OF OUR BUSINESS**

**3. Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

**4. Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

**5. Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

**6. Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

**7. Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or

associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

**8. Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the Systems. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

**9. Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

**10. Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual*

*Property of the Deloitte Entities.*

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

**11. Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

**12. Post- Employment Restrictions re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

**13. Exceptions to Post- Employment Restrictions re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

**14. Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

**15. Restrictions re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated; (b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.

**16. Post- Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte*

*Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

#### **OTHER POST- EMPLOYMENT OBLIGATIONS**

**17. Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

**18. Notification of Post- Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

**19. Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

#### **OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH**

**20. Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

**21. Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

**22. Liquidated Damages: Compensation.** I agree that the precise amount of damages flowing from a breach under Paragraph 15 would be impracticable or extremely difficult to ascertain in an actual amount. Therefore, I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by or owed to any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

**23. Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

**MISCELLANEOUS**

**24. Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in **Hyderabad, Telangana, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

**25. Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

**26. Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

**27. Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

**28. Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.

**29. Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

**30. Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

**31. Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

**For Deloitte Support Services India Private Limited**

DocuSigned by:  
  
63848E76D79643C...

Pooja Madnani

**Talent**

**Authorized Signatory**

Effective as of **September 4, 2023**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

DocuSigned by:

*Jyothi E*

DDA82DA3E6444B0...

Jyothi E

Signature

Name



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10  
Sealed Time: 2023.07.25 09:13:06 -07:00

**EXHIBIT A**

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Attest Client** – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Independence** – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works of a Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a

*Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** – all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



**EXHIBIT B*****Pre-existing Creations; Pre-existing Agreements or Arrangements***

I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the *Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

Yes, I do have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

X No, I do not have *Pre-existing Creations, Pre-existing Agreements or Arrangements*

<u>Title</u>	<u>Date</u>	<u>Brief Description</u>
--------------	-------------	--------------------------

DocuSigned by:



DDA82DA3E644B0...

Signature

Jul 26, 2023

Date

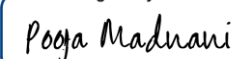
Jyothi E

Name (Print)

ACCEPTED AND AGREED TO:

**Deloitte Support Services India Private Limited**

DocuSigned by:



63848E76D79643C...

Pooja Madnani

**Talent**

Its: Authorized Signatory

Jul 25, 2023

Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10  
Sealed Time: 2023.07.25 09:13:06 -07:00

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements* or *Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements* or *Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements* or *Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

Yes, I do have *Proceedings* to report

X

No, I do not have *Proceedings* to report

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

DocuSigned by:

*Jyothi E*

DDA82DA3E644B0...

Signature

Jyothi E

Name

Jul 26, 2023

Date

**EXHIBIT D**

**Exceptions to Post-Employment Restrictions: re: Clients**

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Yes, I do have  
Post-Employment Restrictions  
re: Clients

X No, I do not have  
Post-Employment Restrictions  
re: Clients

Name of Client

Specified Kind of Services(s) Permitted

ACCEPTED AND AGREED TO:

\_\_\_\_\_

**Deloitte Support Services India Private Limited**

DocuSigned by:  
*Pooja Madnani*  
63848E76D79643C...

Pooja Madnani

**Talent**

Its: Authorized Signatory

Jul 25, 2023  
\_\_\_\_\_ Date

I have read and understood the above policy terms.

DocuSigned by:  
*Jyothi E*  
DDA82DA3E6444B0...

\_\_\_\_\_  
Signature

Jyothi E  
\_\_\_\_\_  
Name

Jul 26, 2023  
\_\_\_\_\_  
Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10  
Sealed Time: 2023.07.25 09:13:06 -07:00

A n *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

## Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Support Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### Terms of Service

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on [www.deloittenet.com](http://www.deloittenet.com). The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to [www.deloittenet.com](http://www.deloittenet.com) and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

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#### 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

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#### 3. HARRASSMENT POLICY

**Administrative Policy Release ("APR") 213** is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

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#### 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

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#### 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years. Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

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#### 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a Deloitte Entity or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

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#### 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

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#### 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND)

([https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218\\_OutsideEmploymentActivities\\_US.aspx](https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx)).

- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer’s telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer’s policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)’s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer’s Intranet site i.e. <https://deloitte.net/deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **September 4, 2023**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

  
DDA82DA3E6444B0...

Signature

Jyothi E

Name



Jul 25, 2023

**Ms. Jyothi E**

**17#2, 3rd Main Road Kalyanagar Nagarbhavi,**

**Bengaluru, 560072**

**India**

### **Training Agreement**

**Dear Jyothi:**

On behalf of **Deloitte Support Services India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **September 4, 2023**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company.

As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company.

As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed. We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

For **Deloitte Support Services India Private Limited**

DocuSigned by:

*Pooja Madhani*

63848E76D79643C...

By:

Signature

**Authorized Signatory**

**Date: November 7, 2023**

**Mr. Dhanush P**

National ID: 2235-5941-6199

**Subject: EMPLOYMENT OFFER LETTER**

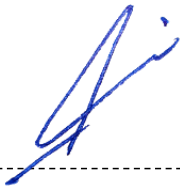
Dear Dhanush P,

This refers to your application and subsequent interview; we are pleased to offer you the position with **DYNAMICS SOLUTION AND TECHNOLOGY** as an “**Intern**” likely to be made permanent based upon your performance at **Dynamics Solution & Technology Arabia**. Your base location will be India, with effect from **Date: November 7<sup>th</sup>, 2023**.

Your stipend will be INR 30,000/- for one year starting from the date of joining. The title will be revised once the employment is confirmed.

All terms & conditions are applicable as mentioned in the contract. The effective date of your contract shall be your actual signing date below. Please sign a copy of this letter as a token of your acceptance.

Sincerely yours,



Muhammad Shahroz  
Human Resources



Agreed and Accepted  
Name & Date: Dhanush P  
07/11/2023



## **Annexure 1 – Non-compete**

### **1. COVENANT NOT TO COMPETE**

For good consideration and as an inducement for Dynamics Solution and Technology to employ Employee, if such employment is terminated for any cause, the employee shall not, for a period of employment contract, engage directly or indirectly, either personally or as an employee, associate partner, partner, manager, agent, or otherwise, or by means of any corporate or another device, in the Business Applications or Cloud Solution providers, additionally nor shall employee for such period and in such localities solicit orders, directly or indirectly, from any customers of Dynamics Solution and Technology, or from any customers of its successor, for such solution and services as are sold or offered by Dynamics Solution and Technology or its successor, either for (himself or herself) or as an employee of any person, firm, or corporation.

### **2. DEFINITION OF THE TERMS**

The term "not compete" as used herein shall mean that the Employee shall not own, manage, operate, consult, or be employed in a business substantially like, or competitive with, the present business of the Dynamics Solution and Technology or such other business activity in which the Dynamics Solution and Technology may substantially engage during the term of employment.

Competition means owning or working for a Business Application or Cloud Solutions either directly offered by:

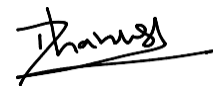
- Microsoft / Oracle / SAP / Infor / Epicor / SAGE / Amazon / Google
- LSP Partners
- CSP Partners
- Distributor
- ISV's

### **3. TRADE SECRETS**

The Employee acknowledges that Dynamics Solution and Technology shall or may in reliance of this agreement provide Employee access to trade secrets, customers, and other confidential data and goodwill.

Employee agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose same to any third party.

The Employee will take necessary actions to keep the Dynamics Solution and Technology's business secrets, including but not limited to customer, supplier, logistical, financial, research and development information, confidential and not disclose the Dynamics Solution and Technology's business secrets to any third party during and after the term of the Employee's employment.



-----  
Agreed and Accepted

Name & Date: Dhanush P  
07/11/2023

#### 4. SPECIFIC ACCOUNT NON-COMPETITION CLAUSE

On the termination of the Employee's employment with the Dynamics Solution and Technology for any reason, the Employee will not solicit any customer of the Dynamics Solution and Technology that was a customer of the Dynamics Solution and Technology during the course of the Employee's employment with the Dynamics Solution and Technology, whether or not still a customer of the Dynamics Solution and Technology and whether or not knowledge of the customer is considered confidential information, or in any way aid and assist any other person to solicit any such customer for a period of Two years from the date of termination of the Employee's employment.

#### 5. INDEMNIFICATION

Employee agrees to pay liquidated damages in the amount of one-year gross salary for any violation of the covenant not to compete contained in this Agreement.

#### 6. BINDING AGREEMENT

If any part of these promises is void for any reason, the undersigned accepts that it may be severed without affecting the validity or enforceability of the balance of the promises.

This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns, and personal representatives.



Agreed and Accepted

Name & Date: Dhanush P  
07/11/2023



Geetha Raheja <geetha.raheja@dayanandasagar.edu>

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## EMPLOYMENT CONFIRMATION WITH IBEFORUM

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HR IBEForuM <hr@ibeforum.com>

Fri, Jun 9, 2023 at 1:19 PM

To: thanushreegowda26@gmail.com

Cc: Geetha Raheja <geetha.raheja@dayanandasagar.edu>, Imroze Shaik <imroze.shaik@ibeforum.com>, ajish.joseph@ibeforum.com

Hi Thanushree T,

I am pleased to inform you that you have been selected for the position of **Business Analyst at IBEForo Private Limited (herein after referred as "IBEForuM")**. We were impressed with your skills, experience, and qualifications and we believe that you will make a valuable addition to our team.

As discussed your salary will be **Rs.3,02,400/- (Rupees Three Lakhs Two Thousand and Four Hundred Only)** which includes Basic, Allowances, Statutory contributions, Attendance Bonus and other benefits as governed by company policies, subject to income tax regulations in force from time to time. This offer is contingent upon your successful completion of a background check and any other pre-employment requirements that may be necessary.

You are also entitled for 1% Commission: You will receive a performance based variable incentive / commission (as per the percentage agreed i.e, 1% on paid in revenue) that will be discretionary & strictly based on performance. You will receive your variable incentive / commission at the end of 3 weeks from the end of every project based on performance. Subject to change based on performance on project's agreed.

A detailed appointment order, outlining the break-up of your salary, commission, bonus and terms and conditions shall be issued when you join the organization.

You will be on probation for a period of 6 months from **the Date of Joining**. Probation period may be extended at the sole discretion of the management.

We are excited to have you on board and we look forward to working with you. If you have any questions or concerns, please do not hesitate to contact us. We will be happy to provide you with any additional information you may need.

Please indicate your acceptance of this offer by acknowledging this email and confirming your joining date.

We are confident that you will be a valuable asset to our team and we look forward to your joining us.

**Best Regards**

**Shailja Singh**

**Human Resources**



**Ph: +91 80 4375 6756, +91 790 908 4994, +1 347 514 7333**

CONFERENCES | EXHIBITIONS | TRAININGS | WEBINARS

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**Confidentiality Note:** The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.



Geetha Raheja &lt;geetha.raheja@dayanandasagar.edu&gt;

---

**RE: EMPLOYMENT CONFIRMATION WITH IBEFORUM**

---

HR IBEForuM &lt;hr@ibeforum.com&gt;

Fri, Jun 9, 2023 at 1:32 PM

To: sikiligiri2003@gmail.com

Cc: Imroze Shaik &lt;imroze.shaik@ibeforum.com&gt;, ajish.joseph@ibeforum.com, Arif Ulla &lt;arif.ulla@ibeforum.com&gt;, Geetha Raheja &lt;geetha.raheja@dayanandasagar.edu&gt;

Hi Bibi Ayesha,

Greetings from IBEFORUM!

Apologies. Please disregard the below email as I have received an update from the hiring manager that your profile is on REJECT/HOLD. Hence, I will get back to you with an employment confirmation shortly.

**Best Regards****Shailja Singh****Human Resources**

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**From:** HR IBEForuM [mailto:hr@ibeforum.com]**Sent:** 09 June 2023 13:23**To:** 'sikiligiri2003@gmail.com' <sikiligiri2003@gmail.com>**Cc:** 'Imroze Shaik' <imroze.shaik@ibeforum.com>; 'ajish.joseph@ibeforum.com' <ajish.joseph@ibeforum.com>; 'Arif Ulla' <arif.ulla@ibeforum.com>; 'Geetha Raheja' <geetha.raheja@dayanandasagar.edu>**Subject:** EMPLOYMENT CONFIRMATION WITH IBEFORUM

Hi Bibi Ayesha,

I am pleased to inform you that you have been selected for the position of **Business Analyst at IBEForo Private Limited (herein after referred as "IBEForuM")**. We were impressed with your skills, experience, and qualifications and we believe that you will make a valuable addition to our team.

As discussed your salary will be **Rs.3,02,400/- (Rupees Three Lakhs Two Thousand and Four Hundred Only)** which includes Basic, Allowances, Statutory contributions, Attendance Bonus and other benefits as governed by company policies, subject to income tax regulations in force from time to time. This offer is contingent upon your successful completion of a background check and any other pre-employment requirements that may be necessary.

You are also entitled for 1% Commission: You will receive a performance based variable incentive / commission (as per the percentage agreed i.e, 1% on paid in revenue) that will be discretionary & strictly based on performance. You will receive your variable incentive / commission at the end of 3 weeks from the end of every project based on performance. Subject to change based on performance on project's agreed.

A detailed appointment order, outlining the break-up of your salary, commission, bonus and terms and conditions shall be issued when you join the organization.

You will be on probation for a period of 6 months from **the Date of Joining**. Probation period may be extended at the sole discretion of the management.

We are excited to have you on board and we look forward to working with you. If you have any questions or concerns, please do not hesitate to contact us. We will be happy to provide you with any additional information you may need.

Please indicate your acceptance of this offer by acknowledging this email and confirming your joining date.

We are confident that you will be a valuable asset to our team and we look forward to your joining us.

**Best Regards**

**Shailja Singh**

**Human Resources**



**Ph: +91 80 4375 6756, +91 790 908 4994, +1 347 514 7333**

CONFERENCES | EXHIBITIONS | TRAININGS | WEBINARS

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**Confidentiality Note:** The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

**Annexure - I**

<b>Letter Date:</b>		03-Aug-23	
Candidate Name:	Harsha Prabhu	Organization Unit (OU):	CBA-Channels-NR
Contact Address:	44, Siddanna Layout, Vasanthpura - 560062	Branch:	Uttarahalli Branch
Grade:	EXE	City:	Bengaluru
Designation:	Acquisition Relationship Manager - NR	Reporting Manager ECN:	140384
Function (Business Unit):		Reporting Manager Name:	B Abhishek
Department:	NR Business	Cost Center Code:	8062

Compensation Heads	Rs. (Per Annum)	Rs. (Per Month)
Basic	93913	7826
HRA	46956	3913
Officer Allowance	7375	614
Statutory Bonus	28800	2400
Medical Reimbursement	15000	1250
Conveyance Allowance	19200	1600
<b>Monthly Gross - (A)</b>		<b>17603</b>
LTA (B)	6500	541
Employer PF Contribution (C)	17039	1419
Annual Guaranteed Cash (D)=(A+B+C)	234783	19565
Gratuity (E)	4517	376
Insurance Costing Mediclaim & GPAI (F)	10700	891
<b>Cost to Company (G)=(D+E+F)</b>	<b>250000</b>	<b>20833</b>

**1) Appraisal Actions**

\* The Bank may pay Performance Bonus/Increment/Appraisal/incentive every year based on the performance of the individual employee, so also the Bank's overall performance.

\* There is no minimum guaranteed Performance Bonus/Increment/Appraisal/incentive. Your Performance Bonus/Increment/Appraisal/ Incentive would depend on your Annual Performance Rating and also the Bank's performance.

**# Eligibility :**

- Payment of Performance Bonus/Increment/Appraisal/incentive is subject to an employee being on the rolls of the Bank on or before September 30th of any financial year.
- You would be eligible for Performance Bonus/Increment/Appraisal/incentive only if you are an active employee and not serving resignation notice as on the date of disbursement of any such payout including Performance Bonus/Increment/Appraisal/incentive.
- You would not be eligible for Performance Bonus/Increment/Appraisal/incentive, etc., if you are subjected to disciplinary action or a disciplinary action is contemplated or initiated or an investigation is pending against you.

Yours faithfully,  
For IndusInd Bank Ltd

**Rohit Sujit Sengupta**  
**Regional Resource Manager**  
**Human Resource Department**  
**IndusInd Bank Ltd**

Candidate's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

AL Ref No :5ad29aab7fd64aa9

03-Aug-23

Harsha Prabhu  
15-B 6th cross kanaka nagar manjunath layout  
Bangalore 560078  
Contact No: 7829268627

**Sub: Letter of Appointment**

Dear Harsha Prabhu

We are pleased to offer you the position of Acquisition Relationship Manager - NR in the grade of EXE for NR Business department in the Junior Management cadre of the Bank. Your appointment will be effective from the date you report for duty which shall not be later than 07-Aug-23. You are therefore requested to report for duty on or before the said date at the initial place of posting as mentioned below. This letter of appointment is open for acceptance up to 07-Aug-23. This letter of appointment carries the terms and conditions of employment currently applicable in the Bank. The Bank may revise these as deemed fit from time to time.

1. You are initially posted at the Bank's Uttarahalli Branch in Bengaluru. Your appointment in the Bank is subject to transfer to any other departments/location depending upon the Bank's requirements. Your employment may also be subject to transfer to any of the Bank's associate or subsidiary units.
2. Your employment in the Bank shall begin with a probation of 6 (six) months and you would be confirmed in the employment of the Bank upon successful completion of the probation. Your overall performance, output, conduct and behaviour during the probation will be judged by your reporting manager and Human Resources, before confirming you in the employment. You will be considered and treated as 'On Probation' and 'not being confirmed in the employment of the Bank' until you are specifically informed in writing by the Human Resources Department of the Bank.
3. You will be governed by the Bank's HR policies, service rules and rules of conduct prevailing in the Bank from time to time. The above may be amended from time to time without notice. You are expected to adhere to all rules and policies of the Bank.
4. Your remuneration package on an all-inclusive Cost to Company basis with components thereof is provided in Annexure I. The same shall be subject to the prevalent tax laws.
5. Your appointment in the Bank and continuance thereof shall be subject to your being medically fit for the Bank's employment. However, the Bank upon its sole discretion may request for a medical examination/test from a Medical Practitioner/Surgeon/Medical Officer acceptable to the Bank, from time to time.
6. Your appointment in the Bank and continuance thereof shall be subject to your credentials such as education, qualification, professional experience and personal details being found genuine. The Bank verifies this information as a part of its background verification process. Should any of the above information be found to be deliberately incorrect, the Bank may take appropriate steps as required.

**Candidate's signature:**\_\_\_\_\_



7. Your employment and continuance in the Bank would be subject to the fact that there are no misconducts, violations or breach of laws during the tenure of your employment with the Bank. Should there be good or sufficient reasons for the Bank to doubt the above, the management may initiate disciplinary and consequential action as per the code of conduct and applicable policies of the Bank.
8. In case you are found to be responsible for any loss which can be directly attributed to you, partly or substantially, the Bank shall have right to initiate appropriate legal action, as may be deemed fit for recovery of such loss.
9. You may leave the employment of the Bank by way of tendering resignation while on 'Probation' by mandatorily serving a notice of 30 days, after tendering the notice of resignation in the manner provided by the Bank from time to time. However, a confirmed employee desirous of leaving the services of the Bank, shall mandatorily serve a notice of 90 days on tendering the resignation.
10. In exceptional circumstances, the Bank solely at its discretion may allow early relieving against pay of notice in lieu thereof, as may be decided by the competent authority at its discretion. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else*
11. The Bank has the discretion to accept, reject or extend the notice of resignation, in case a disciplinary action is underway or deemed necessary due to any act of commission or omission by yourself.
12. A resignation submitted by you, will be deemed irrevocable after its acceptance. This acceptance either through PULSE or an e-mail or a written letter supersedes your right to call back the resignation, once accepted.
13. Upon you being issued a resignation acceptance and your serving the entire notice period your full & final settlement will be completed. The Bank will not issue a relieving letter or a certificate of employment, if you abandon the employment during the course of your serving the notice. The Bank will also be at liberty to take any necessary action as deemed fit.
14. During the employment you are expected to adhere to all the rules and policies of the Bank as applicable from time to time. Should any dispute arise in connection with your contract/employment with the Bank, the same may be referred to the Competent Courts at Mumbai. While adhering to the policies and rules, should a grievance arise, you are expected to follow the chain of protocol and exhaust all internal means and redressal systems before approaching an external authority as the last resort.
15. You are expected to adhere to all service rules, Code of Conduct, non-disclosure items and confidentiality agreements, keeping the sole interest of the Bank in mind. You are expected to discharge your duties and responsibilities with utmost integrity and honesty.
16. You will superannuate at the age of 60 years. As such, you will automatically retire from and cease to be in the services of the Bank on attaining the age of 60 years. Your age mentioned in your personal records will be deemed to be the conclusive proof of your date of birth.

**Candidate's signature:**\_\_\_\_\_

17. Should the Bank for any reason find you unfit for work or has lost confidence in you or finds you medically unfit, the Bank may terminate your employment by giving you a notice of 30 days for a probationer and 90 days for a confirmed employee or pay in lieu thereof or a combination of both. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else.* In case of termination / dismissal the Bank is not obliged to make this pay.
18. Your working hours will be as per the Bank's HR policy. However, in unusual situations and during exigencies of work, you are expected to put in extra hours and efforts in the interest of the Bank.
19. You are expected not to divulge confidential information or data that you may come across during the course of employment with the Bank. The Bank retains the right to take any and every legal action at its recourse should such a data/confidentiality breach occur.  
Data for the purpose of this clause refers to every single piece of information related and inherent to the Banks business.
20. You shall at all times indemnify and keep the Bank indemnified against all sums or expenses paid or incurred by the Bank in connection with any action caused by a fault or neglect at your end. You shall also safeguard the interest of the Bank and all its property and shall do nothing that shall compromise the interest of the Bank. Further, you are expected to use all the Bank's gadgets and properties solely for the work it is meant for and to further the interest of the Bank, and not for the personal use.

You will return to the Bank within 24 hours of severance of your employment, all the properties of the Bank including the laptops, ID cards, official documents and all such other assets under your custody which you were using for the furtherance of your services to the Bank.

21. During the course of your employment with the Bank you would come across, data, user ids and passwords, confidential information, strategic documents, confidential plans and various other crucial information inherent to the success of the Bank. You are expected not to share/divulge any of this with any other person outside yourself or your immediate team. Any such sharing detrimental to the Bank's interest would invite necessary and appropriate action by the Bank in a bid to safeguard its interest.
22. During the employment with the Bank, you will not engage in any acts considered by the Bank as prejudicial to the interest of the Bank. You will not carry on or engage in any business or employment or vocation (part-time or full-time). On Joining your full time and attention will be towards the interest of the Bank.
23. On Joining, you would need to submit self-attested copy of relieving letters from last 2 organisations. This needs to be completed within 45 days of your joining the Bank. In case you fail to submit the same within the specified period the Bank may take appropriate steps as required.
24. You shall intimate in writing to all your reporting authorities and to the Bank's Human Resources Department about any changes in your personal information including address, contact details, medical status or any other information that has a direct bearing to your continuance with the Bank or functioning of the Bank itself.

**Candidate's signature:** \_\_\_\_\_

25. This provisions hereof shall be interpreted, determined and enforced in accordance with the prevailing laws of India.

In the event of any dispute or disagreement (includes non-joining of the employee for any reason after giving acceptance to this offer letter) over the interpretation of any of the terms herein contained or may claim or liability of any party, the same shall be referred to a person to be nominated by IndusInd Bank, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Employee confirms that the fact that the arbitrator shall be a nominee of IndusInd Bank shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of the 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.

Further it is agreed between the Parties that the arbitrator may send the notices, claim statement, document, replies, counters, adjournment letters etc., of the arbitration proceeding to his/her its registered e-mail id or mobile number of the Parties and the same shall be considered as proper service on the Parties. The Arbitrator may record oral evidence through video calling facility also.

26. During your initial joining period, you would receive Code of Conduct, confidential agreements and rules of discipline as indicated in this letter of appointment. You are expected to familiarize with all these policies and documents and sign them as a token of your acceptance of the appointment letter of the Bank.

We are happy to have you on-board with us and look forward to a long and fruitful association.

Your faithfully,  
**For IndusInd Bank Ltd**

**Rohit Sujit Sengupta**  
**Regional Resource Manager**  
**Human Resources Department**  
**IndusInd Bank Ltd**

Candidate's signature: \_\_\_\_\_

**Enclosed:**

- (1) Acknowledgment of the Letter of Appointment
- (2) **Annexure - I**

**To,  
The Human Resource Department,  
IndusInd Bank Limited,**

**Sub: Acceptance Of Letter Of Appointment**

Dear Sir/Madam,

I have carefully read and understood all the terms conditions contained in the Letter of Appointment, dated 03-Aug-23 and hereby confirm my unconditional acceptance of the same. I hereby unconditionally undertake and give assurance that I will adhere, follow all the terms and conditions of the said Letter of Appointment. I also unconditionally undertake and give unconditional assurance to IndusInd Bank Limited, that:

1. I will never defy or make breach of any of the terms and conditions mentioned in the said Letter of Appointment or any other terms and conditions existing in the Bank or which may be introduced by the Bank from time to time.
2. I will never claim, any time, that I have misunderstood or did not understand or that I was made to misunderstand or that I was forced to accept the terms and conditions of the said Letter of Appointment.
3. I will not claim or allege any time in future, that the terms and conditions of the said Letter of Appointment are arbitrary or unilateral or illegal or against my right to work or right to change the employment without serving the agreed period of notice.
4. I will not leave or discontinue or resign or abandon the employment with the Bank without giving prior notice, as stipulated in the Letter of Appointment, which I have read and clearly understood.
5. I will never allege or blame the Bank or its officials about the terms and conditions contained of the said Letter of Appointment or contest them in a court of law or a statutory authority, alleging arbitrariness, whimsically or unilateralism or illegality or unlawfulness.
6. I will, at all time, shall abide by the rules, regulations and guidelines of the Bank, as may be issued from time to time. I will adhere to the rules of discipline and code of conduct and escalation matrix about the grievances redressal matrix for the employees. I will, follow and adhere with the decorum and protocol of escalation and will escalate the employment related issues to my reporting manager or to the skip manager or to his manager and then to the concerned HR Partner, except in case where direct reporting is permissible in accordance with a published policy of the Bank.
7. I will adhere with and shall first exhaust the escalation matrix within the Bank, before resorting to or approaching any outside agencies or authorities and shall never encourage or allow any employees or customers or constituents from approaching any outside agencies or authorities before completely exhausting the internal escalation matrix and redressal mechanisms.

8. I declare that I will faithfully, truly and to the best of my skill and ability execute and perform the duties required of me as an employee/executive and in such capacity as may be called upon, by IndusInd Bank Limited, from time to time. I hereby undertake to exercise delegated powers granted to me through the Power of Attorney / Scheme of Delegation of powers etc. in a bonafide manner with due prudence and diligence. I undertake to exercise these powers in the interest of the Bank.
9. I declare that I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of IndusInd Bank or the affairs of any person having dealing with the IndusInd Bank. I will not allow any such person to inspect or have access to any books or documents belonging to or in the possession of IndusInd Bank and relating to the business of IndusInd Bank or the business of any person having any dealing with IndusInd Bank.
10. I declare that I am not an un-discharged insolvent or bankrupt, nor have at any time been adjudicated insolvent or suspended payment or compounded with any creditors, or been convicted by a criminal court of an offence involving moral turpitude. I also declare that I have not been associated with any criminal actions in the past and have never been convicted by a court for any criminal activities.
11. I am aware and declare that I will be free to participate in social media sites, such as Facebook, LinkedIn, Twitter, etc. or on such sites/blogs which may come in to existence or use in future. I declare that I will not share any data or information or participate in any discussion on such social media sites/blogs or in any such manner about the Bank's business activities, Bank's policies, Bank's employees/executives, Bank's affairs or anything about the Bank, to anyone outside the Bank either through such social media sites/blogs or by any other means or medium of communication.
12. This declaration shall be effective from the date of my joining in the Bank and shall continue to be effective and applicable to me even after my ceasing to be an employee/executive of the Bank.

I wish to unconditionally state that I am in need of this employment and with this in view, I have carefully studied all the terms and conditions contained in the said Letter of Appointment and thereafter I have made up my mind to take up this employment and accept the said Letter of Appointment, unconditionally.

I shall report as per this letter, at \_\_\_\_\_ on \_\_\_\_\_.

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

**Signature of the Candidate:**

**Place:** \_\_\_\_\_

**Full Name:**

**Contact No.**

**Mobile No.:**

**E-mail address:**

**Full address for communication:**

Welcome Onboard! IndusInd Bank has a well defined, structured Onboarding process. To facilitate completion of these formalities, you are requested to submit the below mentioned documents to your Regional HR / Reporting Manager.

- Graduation Degree / Certificate
- Last Degree & Diploma Certificate and Marksheet
- AMFI Certificate / IRDA (for Relationship Manager - Branch Banking)
- Proof of Name Change, if applicable (any of below)
  - Marriage Certificate
  - Affidavit with both the names mentioned in it
  - Gazette Copy of Name Change
- Proof of Identity & DOB
  - PAN Card
  - Aadhar Card
  - Driving License
  - Passport
  - Election Card / Voter Id
- Proof of Residence
  - Lease & License Agreement
  - Driving License
  - Aadhar Card
  - Election Card / Voter Id
  - Latest Bank Statement / Passbook which has employee name
  - Latest Electricity Bill / Telephone Bill with employee name
- Relieving letter to be submitted within 30 days from the date of joining (from immediate previous employer)



**Magnik India**

C-56/12 Industrial Area, Phase 2,  
Sector 62, Noida, Uttar Pradesh  
201301  
www.magnikindia.com  
info@magnikindia.com

14 March, 2023

**Aniket Paul,**

**Dayananda Sagar Institutions, Bangalore**

**Subject - Offer letter**

**Dear Sir/Ma'am!**

**Congratulations on this new opportunity. We are very excited to offer you a Business Development Executive role within the Sales and marketing department of Magnik India, starting on 17<sup>th</sup> April 2023. You will be reporting to Shaily Goyal.**

**We look forward to your continued growth within your education and career and are excited about the impact you'll make at our company.**

**Your annual CTC will be Rs. 9,00,000 PA with a fixed component of Rs.7,00,000 PA (Rs.58, 333 pm) and Variable component (incentive) Rs.2,00,000 PA (Rs.16,666 pm) based on performance.**

**Regards,**

*Sameer Rai*

**Sameer Rai**

**Manager, Magnik India**



**Magnik India**

C-56/12 Industrial Area, Phase 2,  
Sector 62, Noida, Uttar Pradesh  
201301  
www.magnikindia.com  
info@magnikindia.com

14 March, 2023

**Anish Agarwal,**

**Dayananda Sagar Institutions, Bangalore**

**Subject - Offer letter**

**Dear Sir/Ma'am!**

**Congratulations on this new opportunity. We are very excited to offer you a Business Development Executive role within the Sales and marketing department of Magnik India, starting on 17<sup>th</sup> April 2023. You will be reporting to Shaily Goyal.**

**We look forward to your continued growth within your education and career and are excited about the impact you'll make at our company.**

**Your annual CTC will be Rs. 9,00,000 PA with a fixed component of Rs.7,00,000 PA (Rs.58, 333 pm) and Variable component (incentive) Rs.2,00,000 PA (Rs.16,666 pm) based on performance.**

**Regards,**

*Sameer Rai*

**Sameer Rai**

**Manager, Magnik India**



Date 21<sup>st</sup> April 2023

## Fixed Term Employment Offer Letter

Dear Satyam Sagar,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an employment as “**Business Development Associate**” on fixed term basis with **SkilloVilla Technologies Private Limited** (referred to as “the Company”) effective from **2<sup>nd</sup> May 2023** on the following terms and conditions:

### 1. PLACEMENT

Your employment with the Company is on a Fixed Term Basis and your place of posting would be **Bengaluru**. However, based on business exigencies you may be relocated or to any other subsidiaries or affiliates, clients currently existing, or which may get incorporated in the future in India or abroad. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

You will be required to produce the following documents in original. Along with the originals, please bring photocopies of all the above for our records along with 4 passport size photographs:

- a) Salary Slip for last 2 months of your previous organization where you have worked
- b) All educational certificates (10<sup>th</sup>, 12<sup>th</sup>, Graduation, Post-Graduation, etc.)
- c) Valid Photo ID proof and address proof (PAN/Passport/ Voter card/ Aadhar card)
- d) PAN card
- e) Last employers’ Experience Letter/Appointment Letter
- f) Proof of Resignation / Relieving Letter from Previous Employer

### 2. DUTIES

A schedule of your broad duties and responsibilities is given from time to time. However, the Company reserves the right to assign you such other duties and responsibilities as may be considered advisable in the Company’s interest.

### 3. REMUNERATION

- a) Your **CTC** after successful completion of Fixed Term Employment and up on conversion to permanent employee will be **INR 4,50,000/- per annum as Fixed CTC and Performance Lined Pay of INR 4,50,000/- per annum.**
- b) Your **CTC** during the initial Fixed Term Employment is **INR 20,000/- per month (Rupees Twenty Thousand Only)**
- c) The company will conduct an in-house training of one week at the first week of your employment. Once you successfully clear the mock round, at the end of the training programme, you will be officially inducted into the organization which will be treated as your official date of joining at the company.
- d) The Company will deduct taxes and other statutory dues as may be applicable from the remuneration payable to you. You will be personally responsible for your tax liabilities and other

# SKILLOVILLA TECHNOLOGIES PRIVATE LIMITED

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dues. The Company shall also be entitled to deduct any sum as may be recoverable from you as per Company Policies.

- e) Performance bonus/incentives (if any) is payable at Company's discretion. At the time of disbursement, the employee has to be on the rolls of the Company. The employee who has submitted the resignation or who is under the notice of termination of employment, either given or to be received from the Company will not be eligible for performance bonus/incentive at the time of disbursement.
- f) The Remuneration package will be governed by the policies and guidelines of the Company presently applicable and may be modified from time to time. Future increase in your Remuneration and prospects in the Company shall entirely depend on your performance, efficiency, hard work and regularity in attendance, sincerity, good behavior, conduct, and such other relevant factors including the Company's performance. Such increase in no case shall be instinctive and/or a matter of rights.
- g) If the Company at its discretion chooses to provide reimbursement/additional compensation and/or any other financial assistance at the time of joining in the form of:
  - a. relocation assistance
  - b. joining bonus
  - c. any shortfall in the notice period extended to your past employer

the same shall be paid along with the salary after proper validation of the related documentary proofs. However, should you leave the services of the company within 1 Year from the date of your joining, you shall be required to re-pay back the amount falling in this category fully to the Company.

## 4. TERM

The term of this Agreement would be for a period of Two (2) months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 18 of this Agreement.

It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Offer Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

## 5. EXCLUSION OF OTHER WORK

During the terms of your employment agreement, you shall not take without the prior written consent of the Company, engage, or be concerned directly or indirectly as principal, agent, director, employee, or otherwise in any either trade, business, occupation, or private professional practice.

## 6. MEDICAL FITNESS

Your appointment and continuation in our employment will always be subject to your being found medically fit and the company will have the right to get you examined/re-examined by a company-appointed medical practitioner/surgeon whose findings shall be final and binding.

# SKILLOVILLA TECHNOLOGIES PRIVATE LIMITED

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## 7. LEGAL RELATIONS

This Agreement and the legal relations between the Company and Employee hereto shall be governed by and construed in accordance with the laws of India, and the parties hereby submit all disputes, arising out of or in connection with this Agreement or any breach or alleged breach of any provision hereof, to the exclusive jurisdiction of the Bengaluru, India Court.

The terms and conditions set out herein shall be deemed to be severable and, in the event of any of the terms and conditions being held by a court of competent jurisdiction to be invalid or unenforceable, the remaining terms and conditions shall nevertheless continue to be fully valid, binding and enforceable.

## 8. CONFIDENTIALITY

It is a condition of your service to ensure that the organization's policy of maintaining the strictest confidentiality for the remuneration you receive is observed by you at all times. Besides, the terms of this offer detailed above should be treated as privileged information between you and Company. You shall not during the employment or at any time thereafter, without the consent in writing of the Company, disclose or divulge or make public, except on legal obligations, any Confidential Information (Defined below) Concerning the Company's affairs, business, products, accounts, finances, clients, customers of the Company and upon termination you shall forthwith surrender to the Company all original and copies of documents, samples or other items relating to the matter aforesaid.

For this clause, "Confidential Information" shall mean and include all non-public, confidential, trade secret, and/or proprietary information of the Company and/or any third party, including but not limited to any client or customer information, which is proprietary and not available to the public. Knowledge, technical data, trade secrets, know-how, developments, and Intellectual Property Rights (as defined herein) accessed, created, received, exploited, developed, and/or obtained by the employee during his/her employment with the Company, whether orally, and/or in any form, whether or not such information was marked as confidential or not, including but not limited to data, plans, specifications, ideas, concepts, products, processes, prototypes, formulae, works in progress, systems, technologies, manufacturing or marketing techniques.

You must not take possession in any physical or digital form of any documents or tangible items which belong to the Company or which contain any confidential information from the Company's premises at any time without proper advance authorization.

## 9. INDEMNITY

You hereby agree that you will fully indemnify Company from and against all claims, costs, expenses, loss or damage (including but not limited to legal costs), incurred by Company or claimed of Company directly or by third-party claims on Company, and in respect of revenue or opportunity value and damage to their businesses which may arise directly or indirectly from unauthorized disclosure or use of the Confidential Information or any other breach of the terms of this Agreement by you.

## 10. INTELLECTUAL PROPERTY

- a) If you conceive any new and/or advanced method of improving process and/or formulae and/or systems in relation to the operations of the Company, such developments will be fully communicated to the Company and will remain the sole right and/or property of the Company.

[www.skillovilla.com](http://www.skillovilla.com) | [info@skillovilla.com](mailto:info@skillovilla.com)

3

# SKILLOVILLA TECHNOLOGIES PRIVATE LIMITED

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By signing this employment agreement, you assign to the Company, all intellectual property rights including all ownership rights and copyright and/or patent together with the exclusive right to develop, make, use, sell, license, and/or otherwise benefit from any inventions, discoveries, processes and improvements made by you during your employment with the Company, and agree to execute any further documentation that is necessary and/or desirable to give full effect to your obligation herein.

- b) You expressly agree that you shall without fail, assign and transfer to the Company, all your right, title, and interest in and to any inventions, works of authorship, development, concepts, improvements, designs, discoveries, ideas, trademarks, and/or trade secrets, whether or not register-able under the copyright or other laws, which may be solely and/or jointly conceived and/or developed and/or reduced to practice, and/or cause to be conceived and/or developed and/or reduced to practice, during your period of employment with the Company (“Intellectual Property”).
- c) You agree and confirm that you shall without fail and without any fee and/or compensation, render all assistance to the Company, both during your employment with the Company and thereafter on a best-efforts basis which assistance includes all documentation assistance, whatsoever. You also agree and confirm that you shall not indulge in any act, which may jeopardize the interest of the Company in any manner whatsoever.

## 11. RESPONSIBILITIES

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline, and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

## 12. EXCLUSIVITY AND NON-COMPETITION

- a) During the course of your employment with the Company, you will become familiar with the Company’s trade secrets and with all other confidential information concerning the Company and its group companies. You know that your services will be of special, unique, and extraordinary value to the Company. Hence your services hereunder shall be exclusive to the Company during the tenure of your employment with the Company. You shall not directly or indirectly, either yourself or through any third person own, manage, control, participate in, consult with, render services, or otherwise engage in any business competing with the business of the Company or its group companies.
- b) You shall not render any service whatsoever, with or without gain, to any third party without the prior written consent of the Company. You agree and confirm that, apart from as set forth herein, you shall not during your employment with the Company and for two years following the termination of your employment not render and/or provide any services in any capacity for any business directly competitive with that of the Company and/or any of its affiliates, nor shall you make investments (directly or indirectly) in any company or business competing with the Company or its group/related companies, provided however that nothing herein shall prevent you from investing as less than a 1% shareholder in the securities of any company listed on the stock exchanges in India.

# SKILLOVILLA TECHNOLOGIES PRIVATE LIMITED

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## 13. BACKGROUND VERIFICATION

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

## 14. RETIREMENT/SUPERANNUATION

You shall retire from the services of the Company on reaching the age of 60, automatically and without any prior notice. However, the Company shall have the right to retire you earlier from the Services of the Company any time before you attain the age of 60, if you are medically unfit.

## 15. ANNUAL LEAVE

You will be entitled to paid and sick leaves as per the leave policy of the Company, as applicable from time to time.

## 16. COMPANY POLICIES, PROCEDURES, AND REGULATORY REQUIREMENTS

- a) You will be governed by and will abide by the Company's rules, regulations, and policies which are in force and may be modified from time to time. The rules, regulations, and policies are deemed to be incorporated herein by reference.
- b) Any notice that may be required to be given to you shall be deemed to be duly and properly given, if hand-delivered to you personally, or sent by email or sent by registered post to you at your address, as per the records available with the Company.
- c) This letter of offer, read with the documents referred to herein, shall be the sole document governing our relationship and supersedes all other letters of offer previously issued and/or all other agreements, memoranda, documents, and discussions. Our relationship will be governed only by the terms hereof.
- d) You confirm that you shall:
  - a. Comply with all internal policies and procedures from time to time issued by the Company to its employees
  - b. Comply with all laws and industry codes of practice relevant to your role
  - c. Obey all lawful directions given to you by or under the authority of the Company

## 17. RESTRICTIVE COVENANT

You shall not during your employment pursuant to this engagement or within twelve months thereafter directly or indirectly induce, entice or solicit or attempt to induce, entice or solicit:

- a) Any employee of the Company to leave such employment, or
- b) The business (in completion with the Company) of any person or Company that has at any time during the period of employment hereunder been a Client or Customer of the Company. These restrictive covenants will apply in full force and effect in the event that you resign or are terminated by the Company. Your full & final settlement can be done only on your observance of all that is stated above & after getting the NOC in the required format.

## 18. TERMINATION OF EMPLOYMENT

### a) By the Company

Employment with the company may be terminated by the Company by sending a notice in writing and the employee is required to serve the notice period or pay salary-in-lieu of notice period (**Salary-in-Lieu means Fixed Gross Salary**).

The duration of the notice period is 30 days. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities. The Company also reserves the right to alter the duration of the notice period after giving due intimation to you.

### b) By the Employee

Employment with the company may be terminated by the Employee by sending a notice in writing and serving a notice period or pay in lieu of notice. The duration of the notice period is 3 days. The Company reserves the absolute right, at its sole discretion, to pay or recover salary in lieu of the notice period. It is clarified that the company shall not be required to serve any notice or pay any compensation or salary in lieu of the notice if you breach any of the provisions of this agreement or act contrary to the company's policy of interest or if you indulge in any unlawful activities. The Company also reserves the right to alter the duration of the notice period after giving due intimation to you.

c) No leaves or compensatory offs will be granted during the notice period. In a scenario where the employee takes leaves during the notice period anyways, the Company reserves the right to extend the notice period or adjust the final settlement against the leaves taken.

d) Absence for a continuous period of 3 days without prior permission of your superior would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

e) In the event of you committing any criminal offense (any conduct objectionable by law) or indulging in activities which amount to moral turpitude or acting against the interest of the Company, you shall be liable to be dismissed forthright after getting an opportunity of being heard, without any further notice. In situation of not serving complete notice period, Company reserves right to not issue experience letter or any other relevant letter. Company may also demand for a compensation amount against losses incurred due to your early exit if the notice period is not served properly.

f) In the event of short notice, the leave & other entitlements accrued to you will stand adjusted against the notice shortfall, if the Company so chooses.

g) Notwithstanding the above, the Company may terminate this Agreement at any time during the Term, without prior notice or payment, for any one or more of the following reasons:

- i. Misconduct, including behavior (whether on or off duty) that is likely to bring the Company into disrepute or is unbecoming of a person entrusted with your status, responsibilities, and confidence.
- ii. Violation of any provision in the Standards of Business Conduct of the Company, the Corporate Governance Policies of the Company, and any further business conduct or

# SKILLOVILLA TECHNOLOGIES PRIVATE LIMITED

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- ethics-related policy notified by the Company from time to time (collectively, the “Business Conduct Policies”).
- iii. In case of non-performance of the service to the satisfaction of the Company and on not achieving the individual milestones and other criteria set by the Company from time to time.
  - iv. In the event, the Services that are performed by you are found to be non-compliance with the requirements of the Company and/or not in conformity with the policies and procedures of the Company.

On ceasing of your employment with Company you must return all Company properties entrusted to you like books, papers, documents, and other property which belong or relate to the Company, its customers or its affairs and any copies of such documents; and any vehicle, Computer Hardware or Software, keys, Security Pass, or other Property, which belongs to the Company (which includes Company Property also, which may be in your possession).

Breach of any of the terms and exclusivity of employment with us will result in termination of the employment agreement forthwith.

On behalf of the Company, we extend you a warm welcome and wish you every success in your career with SkilloVilla Technologies Private Limited.

Please indicate your understanding and acceptance of the above terms and conditions by signing and returning the duplicate of this employment agreement to us.

Yours faithfully,

For **SkilloVilla Technologies Private Limited**

**Satyam Sagar**

Agreed, understood, and accepted



**Ronak Agrawal**  
Chief Executive Officer

**SkilloVilla**  
Date:  
Place:



23rd-Feb-2022

Dear Shaikh Uzma,

Congratulations! It is our pleasure to offer you the position of “**Admissions Counselor – Inside Sales** (Inside Sales)” at Grade “**G1**” with **upGrad Education Private Limited**.

upGrad is committed to building the careers of tomorrow by delivering the best learning experience at scale. In this journey, our people are our greatest assets, and we expect every upGrad team member to adhere to our core values of **Accountability, Speed, Passion, Integrity, Respect, and Excellence (ASPIRE).**

**Please find the specifics of your offer below:**

1. Your employment will be governed by upGrad Education Employment Agreement (“upGrad”) 2. You will be based at **Bangalore** office. upGrad reserves the right to change the location based on the business requirement. You will be a given prior notice period of one (1) week before such a change.
3. The standard workdays would be for 5 days in a week on a rotational basis (This is subject to change, depending upon the vertical or the business you are a part of). Also depending on your deliverables, you will be required to manage your work hours/days to achieve your goals for the defined periods. The work timings may extend beyond the specified hours based on the Company’s requirement. The company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
4. **Compensation:**
  1. **Fixed Component** of CTC will be **INR 350000 (Three Lakhs Fifty Thousand Rupees Only)**. This will be disbursed to you as per company’s current standard compensation plan (Annexure I attached).
  2. Over and above the fixed Compensation, you shall be eligible for performance-based incentive up to **INR 4,00,000 (Four Lakhs Rupees Only)** per annum on achieving specific targets, which will be paid as per the “Sales Incentive Plan”. You may be eligible for additional incentives subject to your out-performance which is confirmed by the Company. The details of the Sales Incentive plan will be made available to you once you join. The actual payout of the incentive may vary depending on a number of factors, including but not limited to Company and/or individual performance, management discretion and the terms and conditions of the applicable Sales Incentive plan.
5. You are expected to join us in the **JUNE** month of the year 2022. With the aim of providing a smooth onboarding process, the date of joining will be accommodated only after your final examination. On the basis of the information provided by you or Training & Placement Officer regarding your examination dates, the exact date of joining will be communicated to you and/or your Training & Placement Officer two (2) weeks prior to the date of joining. At the time of joining, you shall confirm that you have attended all your examination and there are



- no pending examinations. Any discrepancy found in the information provided by you regarding your examination dates/pending examinations can lead to disciplinary action.
6. You will be on a probationary review during the first six (6) months of your employment with the Company ("Probationary Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period.
  7. Nothing in this agreement, shall restrain upGrad from rescinding this offer letter due to business decisions before the date of joining.
  8. You will be required to submit to our HR a set of documents. (As detailed in Annexure II) at the time of joining.
  9. You will be required to submit the Education Degree Certificate or a Provisional Certificate from your College/University within six (6) months of your date of joining ("Education Certificate Submission Period"). If you have not received the Education Degree Certificate or a Provisional Certificate within the above stipulated time, you will have to submit a written undertaking from the College within one (1) month of expiry of the Education Certificate Submission Period, that you have appeared for the final examination and are awaiting results. Failing to provide the required documents might result in extension of your probation period or termination of your employment on immediate basis at the discretion of upGrad.
  10. This offer letter is non-binding on either party till the execution of the employment agreement.
  11. This Offer is subject to Successful background verification.

Please confirm acceptance of the appointment letter by signing and returning a copy. We would like to take this opportunity to welcome you to **upGrad** family and look forward to have a long and mutually beneficial relationship.

With Kind Regards,

For **upGrad Education Private Limited**

**Received & Accepted**



**Preeti Kaul**  
President – Human Resources

**Shaikh Uzma**  
(Signature)

## Annexure I

**Name: Shaikh Uzma**  
**Department: Inside Sales**  
**Designation: Admission Counselor – Inside Sales (Inside Sales)**  
Grade: G1  
**Location: Bangalore**

Salary Head	Amount Per Month	Amount Per Annum
Basic	10,208	1,22,500
HRA	5,104	61,250
Special Allowance	12,055	1,44,650
Provident Fund	1,800	21,600
<b>Fixed CTC</b>	<b>29,167</b>	<b>3,50,000</b>
Variable		4,00,000
<b>Total CTC</b>	<b>62,500</b>	<b>7,50,000</b>

Note:

1. Term insurance of 10 lakhs if the fixed CTC is 7 lakhs or below. Term insurance of 20 lakhs if the fixed CTC is above 7 lakhs.
2. Mediclaim coverage of Rs. 5,00,000 for Self + Spouse + 2 Kids.
3. Group Personal Accident Insurance of Rs. 10,00,000.
4. The reimbursements will be subject to submission of Bills.
5. Failing to submit the bills for reimbursement, amount is still receivable but as a taxable component.
6. Tax will be deducted as per applicable slab rates.
7. The company would have the right to amend the salary breakup at any point of time – in line with its policies or governing regulations.
8. Your Compensation is subject to review, at the sole discretion of the Company, in accordance with Company's policies amended from time to time.
9. The Compensation review disbursement, if applicable, shall be determined and processed as per the company's policy.

## Annexure II

### Documents Required

1. Proof of Age and Current Address (Passport / Ration Card / Driving License / Voter's Id / Aadhar Card, Leave and License Agreement, Telephone / Electricity Bill).
2. Permanent Account No. (PAN) / Copy of PAN application (in case PAN is not available).
3. Aadhar Card / Copy of Aadhar application (in case Aadhar is not available).
4. Education Documents (Graduation/Diploma Certificates/NOC and Mark Sheets).
5. Previous Employer's Resignation Acceptance or Relieving/Experience/Service Certificate for candidates with prior experience (if applicable).
6. Four (4) passport size-colored photographs.



23rd-Feb-2022

Dear Supriya Singh,

Congratulations! It is our pleasure to offer you the position of “**Admissions Counselor – Inside Sales (Inside Sales)**” at Grade “**G1**” with **upGrad Education Private Limited**.

upGrad is committed to building the careers of tomorrow by delivering the best learning experience at scale. In this journey, our people are our greatest assets, and we expect every upGrad team member to adhere to our core values of **Accountability, Speed, Passion, Integrity, Respect, and Excellence (ASPIRE).**

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3. The standard workdays would be for 5 days in a week on a rotational basis (This is subject to change, depending upon the vertical or the business you are a part of). Also depending on your deliverables, you will be required to manage your work hours/days to achieve your goals for the defined periods. The work timings may extend beyond the specified hours based on the Company’s requirement. The company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
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  1. **Fixed Component** of CTC will be **INR 350000 (Three Lakhs Fifty Thousand Rupees Only)**. This will be disbursed to you as per company’s current standard compensation plan (Annexure I attached).
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5. You are expected to join us in the **JUNE** month of the year 2022. With the aim of providing a smooth onboarding process, the date of joining will be accommodated only after your final examination. On the basis of the information provided by you or Training & Placement Officer regarding your examination dates, the exact date of joining will be communicated to you and/or your Training & Placement Officer two (2) weeks prior to the date of joining. At the time of joining, you shall confirm that you have attended all your examination and there are

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  9. You will be required to submit the Education Degree Certificate or a Provisional Certificate from your College/University within six (6) months of your date of joining ("Education Certificate Submission Period"). If you have not received the Education Degree Certificate or a Provisional Certificate within the above stipulated time, you will have to submit a written undertaking from the College within one (1) month of expiry of the Education Certificate Submission Period, that you have appeared for the final examination and are awaiting results. Failing to provide the required documents might result in extension of your probation period or termination of your employment on immediate basis at the discretion of upGrad.
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  11. This Offer is subject to Successful background verification.

Please confirm acceptance of the appointment letter by signing and returning a copy. We would like to take this opportunity to welcome you to **upGrad** family and look forward to have a long and mutually beneficial relationship.

With Kind Regards,

For **upGrad Education Private Limited**

**Received & Accepted**



**Preeti Kaul**  
President – Human Resources

**Supriya Singh**  
(Signature)

## Annexure I

**Name: Supriya Singh**  
**Department: Inside Sales**  
**Designation: Admission Counselor – Inside Sales (Inside Sales)**  
Grade: G1  
**Location: Bangalore**

Salary Head	Amount Per Month	Amount Per Annum
Basic	10,208	1,22,500
HRA	5,104	61,250
Special Allowance	12,055	1,44,650
Provident Fund	1,800	21,600
<b>Fixed CTC</b>	<b>29,167</b>	<b>3,50,000</b>
Variable		4,00,000
<b>Total CTC</b>	<b>62,500</b>	<b>7,50,000</b>

Note:

1. Term insurance of 10 lakhs if the fixed CTC is 7 lakhs or below. Term insurance of 20 lakhs if the fixed CTC is above 7 lakhs.
2. Mediclaim coverage of Rs. 5,00,000 for Self + Spouse + 2 Kids.
3. Group Personal Accident Insurance of Rs. 10,00,000.
4. The reimbursements will be subject to submission of Bills.
5. Failing to submit the bills for reimbursement, amount is still receivable but as a taxable component.
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4. Education Documents (Graduation/Diploma Certificates/NOC and Mark Sheets).
5. Previous Employer's Resignation Acceptance or Relieving/Experience/Service Certificate for candidates with prior experience (if applicable).
6. Four (4) passport size-colored photographs.



Date: 30-Nov-23

**Monisha C**  
Mobile: 9341471635

Dear **Monisha**,

We thank you for your career interest in ABB. It was a pleasure interacting with you during the selection process and we are pleased to offer you a position with us as **Intercompany Analyst at Grade 17** in **FIOS** of ABB Global Business Services and Contracting India Private Limited. You will report to **Purushotham R** assigned by ABB as your supervisor.

Your location of Induction/Joining and posting will be in **ABB Global Business Services and Contracting India Private Limited, 6th & 7th Floor, Brigade Magnum, Amruthahalli Village, Kodigehalli Post, Yelahanka Hobli Bangalore-560092.**

Your total cost to company is **INR 3,50,000/-** per annum, please find the compensation breakup sheet and General Terms and Conditions of employment attached with this letter.

Please go through the Joining Guidelines. This lists down the documents you are required to submit for our records.

You are requested to join us on **04-Dec-23** at your location of posting mentioned above, for undergoing the Induction Program and to complete your joining formalities. Your Appointment with ABB will commence from the date of your reporting and after completion of your Joining process.

This offer is valid subject to your joining us on or before **04-Dec-23**, post which, we will have to regretfully assume that you are not accepting our offer and pursuing other options. In such a case the offer will be considered automatically withdrawn.

We look forward to a mutually productive association and wish you a successful career ahead with ABB.

Thanking you.

Yours faithfully,

For **ABB Global Business Services and Contracting India Private Limited**,

**SD/-**

**Tks Nair**

Head - Payroll & Employee Benefits

**SD/-**

**Rukhsar Julekha**

Manager Talent Acquisition & Talent Advancement –  
India, Bangladesh & Sri Lanka

**MONISHA C, 02/11/2023**

I accept the Offer and Terms and Conditions: ..... ( NAME, SIGNATURE & DATE )



## GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGEMENT CADRE

### 1. REMUNERATION

You will be eligible to receive compensation and facilities basis the following details.

#### Flexible Pay

- A) House Rent Allowance (maximum 100% of Base salary). HRA is paid monthly and tax exemption shall be subject to submission of relevant documents as per Income Tax Rules.
- B) Other Allowance (covering Education allowance, Hostel allowance, Conveyance allowance etc.).
- C) Leave Travel Assistance can be claimed as per Company policy.

#### Retirals

- A) You will be covered as a member under the Employees Provident Fund Scheme and remain a contributor and member of the fund during your employment with us, subject to the rules of the provident fund scheme as are in force for the present or as may be amended from time to time.
- B) You will become a member of the Employees' Pension Scheme as applicable, in accordance with the statutory requirements.
- C) You will be eligible for Gratuity as per The Payment of Gratuity Act.

#### Performance Bonus

Apart from the fixed cost, you are also entitled to a performance linked bonus as per the prevalent scheme.

#### Other Social Security Schemes

- A) Group Personal Accident Insurance – As per the company policy.
- B) Group Term Life Insurance - In case of death of an employee, while in service, his/her family will be entitled for compensation as per the prevalent scheme.
- C) Coverage under Mutual Family Assistance as per the prevalent contributory scheme.
- D) Hospitalization Expenses – You and your family (spouse and children up to 25yrs) are covered under company's group medical insurance scheme.

**Please note that your compensation and its details are confidential.** We request you to ensure that you maintain all such information, including your Terms of Employment and Compensation package as “**Strictly Confidential**”. You shall not use or divulge or disclose any such information except as may be required under obligation of law or as may be required by the Company and in the course of your employment.

SD/-

**Tks Nair**

Head - Payroll & Employee Benefits

SD/-

**Rukhsar Julekha**

Manager Talent Acquisition & Talent Advancement –  
India, Bangladesh & Sri Lanka

I accept the Offer and Terms and Conditions: ..... **MONISHA C, 02/12/2023**.....(NAME, SIGNATURE & DATE)



## 2. RELOCATION EXPENSES

You would be entitled to claim the relocation expenses in case you are required to relocate to any of ABB offices or work as per the existing rules and/or policies of the company in this regard.

## 3. PLACE OF WORK

Your services will be transferable to any department, office or establishments of the Company within the Republic of India or to any other Company in ABB Group (either in India or overseas) as may be required by the management from time to time.

## 4. HOURS OF WORK AND PAID HOLIDAYS

You will abide by the prevalent working hours, weekly off and paid holidays of the department, office or establishment wherever you are posted from time to time.

## 5. LEAVE

On joining the services of the Company, you will be eligible for Advance Paid Leave and Emergency Leave which will be credited to your Leave account effective your date of joining. This will be calculated on pro-rata basis.

## 6. SUPERANNUATION

You shall retire from the services of the company upon completion of the age of 60 years. The company's decision regarding your date of birth as per company's records shall be final and binding.

## 7. NOTICE OF TERMINATION

In the course of your service, either party may terminate this contract by giving to the other three months' notice of termination or three months' salary in lieu thereof. If adequate notice as aforesaid is not given by an employee while resigning from the services of the company, appropriate deduction will be made to cover the notice period by the company in the final settlement of accounts. However, the decision on adjusting the notice period will be based on the sole discretion of the Management. Only basic salary will be considered for payment of salary in lieu of notice period. In the event of you being found to have violated the Company's Code of Conduct, depending upon the gravity of the violation, the Company at its discretion may take disciplinary action which includes demotion, reprimand, suspension, termination, detraction of benefits for a definite or indefinite time, without any further obligation on the Company, including payment of salary in lieu of notice period

**SD/-**

**Tks Nair**

Head - Payroll & Employee Benefits

**SD/-**

**Rukhsar Julekha**

Manager Talent Acquisition & Talent Advancement –  
India, Bangladesh & Sri Lanka

I accept the Offer and Terms and Conditions: ..... **MONISHA C, 02/12/2023** ..... (NAME, SIGNATURE & DATE)





## 8. INTELLECTUAL PROPERTY RIGHTS

If you, alone or jointly with any other person or persons, make, acquire or device any inventions, patents, trade / service marks, industrial designs, matters relating to copyrights or its related rights, discovery, process or improvement or compile any data relating to any plant, machinery, system, appliance or apparatus or device or product, project, model, process, technique or method of manufacture or constructions, data, source codes, compilation, know-how, formula, calculations, patterns, drawings, business model, explanations and demonstrations and any other form of intellectual property thereof, arising out of and in the course of your employment shall become the property of any of the ABB Group Companies or its affiliates (herein in this context referred to as Company). The Company be the owner of the entire rights, title and interest vested, contingent or in future in and to the said intellectual property in any country. If so required by the Company, you will sign and execute all documents and papers free of charge any time i.e. either during employment or any time thereafter, to protect the Company's ownership relating to intellectual property in any form.

## 9. CONFIDENTIALITY

In consideration of the opportunities, training, communications / correspondences and access to techniques, know-how, trade secret that include but not limited to data, source codes, compilation, formula, calculations, designs, patterns, drawings, product, methods, processes, techniques, systems, business model, financial data, explanations and demonstrations etc. that will be made available to you or generated by you or accessed by you, you will be required to comply with the confidentiality norms of the company. Therefore, you shall maintain as secret and confidential all information, including proprietary information of any of the ABB Group company or its affiliates (herein in this context referred to as company), Terms of Employment and Compensation package except as may be required under obligation of law or as may be required by the company in the course of your employment or any time thereafter.

In the event you are required by law to disclose any Confidential Information of the Company, you shall give the Company a reasonable notice of any prospective disclosure and shall assist the Company in obtaining an exemption or protective order preventing such disclosure.

## 10. GENERAL

- A) You will be responsible for the safe keeping and return in good condition and order of all our/company's property such as tools, equipment's, instruments, books, etc., which may be in your custody, use, care or charge. We shall have the right to deduct the money value of all such things from your dues and take such action as we deem proper in the event of your failure to account for such property to our satisfaction.
- B) You will safeguard, protect and preserve all data/literature/information developed or acquired by the Company in visual, audio-visual, magnetic, written or any other form, which is to be construed as the intellectual property of the Company and will ensure that such information will not be communicated, divulged, parted with or removed from the precincts of the Company by any means whatsoever.

**SD/-**  
**Tks Nair**  
Head - Payroll & Employee Benefits

**SD/-**  
**Rukhsar Julekha**  
Manager Talent Acquisition & Talent Advancement –  
India, Bangladesh & Sri Lanka

I accept the Offer and Terms and Conditions: ..... **MONISHA C, 02/12/2023** .....(NAME, SIGNATURE & DATE)



- C) You will keep us informed of any change in your residential address or civil status.
- D) You will abide by the standing orders and/or other staff rules and regulations applicable to you which are in force as on date and as amended from time to time or that may be framed in future.
- E) You shall abide by the Company's Code of Conduct and Business Ethics and to that effect you would provide an undertaking, or such declaration / acknowledgement as would ensure strict compliance thereof on your part.
- F) Your appointment shall be subject to Company rules and regulations in force now and as amended from time to time and those that may come into force from time to time.
- G) You will not, without prior written permission carry out any business or enter into contract with any one or carry out any part-time work or work in any capacity, or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization and will not utilize or divulge to any person or persons any of our trade secrets or affairs. You will not divulge or part with any drawings, quotations, specifications, manufacturing information, etc.
- H) Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address in India or as per the email ID provided by you and available in the company records

**SD/-**  
**Tks Nair**  
Head - Payroll & Employee Benefits

**SD/-**  
**Rukhsar Julekha**  
Manager Talent Acquisition & Talent Advancement –  
India, Bangladesh & Sri Lanka

I accept the Offer and Terms and Conditions: ..... **MONISHA C, 02/12/2023** .....(NAME, SIGNATURE & DATE)

\*\*\*\*

Dear **Priyanka**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 03 January 2023**

Training Period : **03 January 2023 to 12 January 2023**

On the Job Training Start Date: **13 January 2023**

On the Job Training End Date: **12 June 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **200000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **03 January 2023**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

### **Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

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### **ACADEMOR**

1537, 5th Main Rd, Rajiv Gandhi Nagar, Sector 7,  
HSR Layout, Bengaluru, Karnataka 560102

[info@academor.com](mailto:info@academor.com) +91 80950 71599

**ANNEXURE**

SI. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none"><li>• 10th standard or equivalent examination.</li><li>• 12th standard or equivalent</li><li>• Graduation</li><li>• Post-graduation / Doctorate</li></ul> Other relevant educational or skill certifications
2.	Any one original certificate (10 <sup>th</sup> /12 <sup>th</sup> or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**ACADEMOR**

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[info@academor.com](mailto:info@academor.com) +91 80950 71599

**OL No: AM358**

**Date : 29 December 2022**

Dear **Yashwanth**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 03 January 2023**

Training Period : **03 January 2023 to 12 January 2023**

On the Job Training Start Date: **13 January 2023**

On the Job Training End Date: **12 June 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **200000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **03 January 2023**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

### **Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
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- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

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### **ACADEMOR**

1537, 5th Main Rd, Rajiv Gandhi Nagar, Sector 7,  
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[info@academor.com](mailto:info@academor.com) +91 80950 71599

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6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**ACADEMOR**

1537, 5th Main Rd, Rajiv Gandhi Nagar, Sector 7,  
HSR Layout, Bengaluru, Karnataka 560102

[info@academor.com](mailto:info@academor.com) +91 80950 71599



**OL No: AM356**

**Date : 29 December 2022**

Dear **Darshan,**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

**Date of Joining : 03 January 2023**

Training Period : **03 January 2023 to 12 January 2023**

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On the Job Training End Date: **12 June 2023**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **200000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **03 January 2023**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

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**ACADEMOR**

1537, 5th Main Rd, Rajiv Gandhi Nagar, Sector 7,  
HSR Layout, Bengaluru, Karnataka 560102

[info@academor.com](mailto:info@academor.com) [+91 80950 71599](tel:+918095071599)

**Training Policy**

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
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- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

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SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**ACADEMOR**

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HSR Layout, Bengaluru, Karnataka 560102

[info@academor.com](mailto:info@academor.com) +91 80950 71599

**OL No: AM342**

**Date : 29 December 2022**

Dear **Mohammed Shahid**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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Location of Training: Bangalore

Stipend: INR **15000** Per Month

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Target: **200000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **03 January 2023**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

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[info@academor.com](mailto:info@academor.com) [+91 80950 71599](tel:+918095071599)

### **Training Policy**

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- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

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### **ACADEMOR**

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[info@academor.com](mailto:info@academor.com)    [+91 80950 71599](tel:+918095071599)

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SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

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HSR Layout, Bengaluru, Karnataka 560102

[info@academor.com](mailto:info@academor.com) +91 80950 71599

**OL No: AM368**

**Date : 29 December 2022**

Dear **Prajwal T**

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

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Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **200000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

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SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

---

**ACADEMOR**

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[info@academor.com](mailto:info@academor.com) [+91 80950 71599](tel:+918095071599)

**Training Policy**

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Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

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**ANNEXURE**

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SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

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**Confidential**



ANZ Support Services India Pvt Ltd  
"Eucalyptus", Manyata Embassy Business Park - SEZ, Outer  
Ring Road, Nagavara & Rachenahalli Village  
K R Puram Hobli  
Bengaluru 560 04

31 October, 2023

Samrudhi S B,  
#21, C Street Fort, Bangalore, Karnataka 560002  
India

Dear Samrudhi S B,

On behalf of ANZ, I am pleased to offer you the position of Banking Ops Analyst, Servicing, IND BLR, Grp 6.3 with ANZ Support Services India Pvt Ltd (**ANZ**).

This letter provides you with the information you need to accept this offer and the things you will need to do prior to your commencement with ANZ. You will find enclosed a copy of your employment agreement.

**Accepting ANZ's offer of employment and next steps**

As part of our e-Execution process, you will be asked if you accept the offer and the terms of employment in the employment agreement (including the cover letter and Schedules). We must receive your e-Executed employment agreement electronically within five calendar days from the date of this letter, otherwise this offer may be withdrawn.

Please also bring the following original documents with you for verification on your first day of work:

- India Passport copy is first preference. If you don't have a passport, kindly share Voters Id or Birth certificate or Ration Card.
- PAN and Aadhaar is mandatory
- Copies of all documents relating to your skills, experience and education qualifications, as required by ANZ
- For Non-India citizen/Foreign hires: copies of all visas you have to enable you to work in India.
- One passport size photo
- UAN & Aadhaar link is mandatory & share a copy of the screenshot with your Onboarding team Please

also arrange to:

1. Open a bank account

All ANZ employees are required to have their salary credited to an ANZ bank account, where such a facility is available. If your location does not currently have such a facility, ANZ will assist you in opening a bank account with a preferred bank as determined by ANZ at the relevant time.

2. Provide consent to undergo pre-employment screening

To comply with its legal and regulatory obligations and in accordance with ANZ policy, ANZ may require you to consent to undergo a police record check or other background checks before you commence employment with ANZ.

ANZ may engage the services of an external provider (First Advantage) to conduct these checks. This external provider may contact you prior to your commencement with ANZ to obtain your consent. When you receive this email, log into their website (via personal computer or mobile phone) and complete the online form.

**Please note:** It is a condition of ANZ's offer that you will not be able to commence employment on the proposed date contained in your employment agreement if the above steps for your background checks have not been completed prior to the date. In those circumstances, ANZ may withdraw its offer or change your commencement date.

If you have further questions please contact your line manager or recruitment consultant to talk about any aspects of this offer.

I look forward to welcoming you as part of the team and wish you every success in your new role.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Rita Newman', is positioned below the 'Yours sincerely' text.

Rita Newman

**Tribe Lead, Joiners & Movers**



ANZ Support Services India Pvt Ltd  
"Eucalyptus", Manyata Embassy Business Park - SEZ, Outer  
Ring Road, Nagavara & Rachenahalli Village  
K R Puram Hobli  
Bengaluru 560 04

31 October, 2023

Samrudhi S B  
#21, C Street, Fort, Bangalore, Karnataka 560002  
India

Dear Samrudhi SB,

On behalf of ANZ, I am pleased to offer you the position of Banking Ops Analyst, Servicing, IND BLR, Grp 6.3 with ANZ Support Services India Pvt Ltd (ANZ).

This letter sets out the terms of your employment, and constitutes your employment agreement with ANZ. If you accept this offer, this agreement will become your only employment agreement with ANZ and will replace all previous employment agreements and understandings between you and ANZ.

#### **1. Position details**

The details of your position with ANZ including your reporting arrangements, work location and the date you will start work in this position are set out in Schedule 1.

You agree to diligently perform the duties and responsibilities that ANZ assigns to you. ANZ may vary these duties and responsibilities at any time.

#### **2. Pay and rewards**

Information about your pay and rewards are contained in Schedule 2.

#### **3. Hours of work**

The number of hours that you agree to work and details of other work arrangements are set out in Schedule 1.

#### **4. Policies, procedures, rules and codes**

Information about the way we work at ANZ is contained in our policies, procedures, rules and codes. You are required to comply with these policies, procedures, rules and codes and it is important that you read and familiarise yourself with them. Our policies are available on the intranet.

These policies, procedures, rules and codes do not form part of your employment agreement and may be varied by ANZ

from time to time at ANZ's discretion.

## **5. Code of conduct and ethics**

ANZ has developed guiding principles and ethical standards which apply to you as an employee of ANZ. These are set out in the Code of Conduct and Ethics and the supporting policy framework. You must act in accordance with these principles and standards at all times.

## **6. Leave**

Your leave entitlements, including annual leave, sick and parental leave are contained in ANZ's policies. ANZ is committed to ensuring that its leave policies comply with at least the minimum legal requirements.

## **7. Ending employment with ANZ**

Schedule 3 sets out the different ways that your employment with ANZ may come to an end and the entitlements and obligations that will apply.

## **8. Conflict of Interest**

Some activities or interests may conflict with your obligations to ANZ. These activities and interests include:

- (a) any outside business interest including non-ANZ work (paid or unpaid), business ventures, directorships, partnerships or a direct or indirect financial interest which has the potential to be in conflict with your employment, the interests of ANZ or ANZ's partners, customers or suppliers; or
  - (b) engaging in any activity that might compete directly or indirectly with ANZ Group (in this employment agreement, ANZ Group means ANZ and any related body corporate as defined in the Corporations Act 2001, any joint ventures or partnerships in which ANZ is a participant or any body corporate in which ANZ or a related body corporate of ANZ is a strategic investor or has a strategic equity interest) or might pose a conflict of interest with your employment; or
  - (c) having or gaining an interest including a direct or indirect financial interest (for example, ownership of shares or ownership or investment in an outside business), which might pose a conflict of interest with your employment.
- You must not do any things that may conflict with your obligations to ANZ, no matter how minor they may seem to be, unless you have the prior written approval of ANZ.

You must also disclose any potential conflict of interest to ANZ before you start work and as soon as possible, at any time one arises, during your employment.

## **9. Confidential information**

As a leading and trusted financial institution it is essential that ANZ guarantees the privacy, confidentiality and integrity of its information.

Confidential information is any information about ANZ Group, its customers or its affairs which you obtain after signing your contract of employment or during your employment, unless the information is already available to the public other than as a result of a breach of this clause. Some specific examples of confidential information include information about:

- Customers, including, their names, contact details, financial information and the dealings they have with ANZ Group or the products and services we have supplied to them;
- ANZ's processes, procedures and systems;
- Working documents such as research, strategies, papers, proposals, presentations and financial information.

You must keep secure, and must not disclose or use confidential information except where required as part of your role, or with your line manager's written agreement.

These obligations continue after your employment with ANZ ends.

## **10. Intellectual property**

In the course of your employment you may develop concepts or materials which give rise to intellectual property rights. You agree:

- that ANZ will own all of these intellectual property rights;
- where applicable, to assign to ANZ any of these intellectual property rights (including any future rights) on a worldwide basis;
- to irrevocably waive any moral rights that you may hold in any materials concepts or ideas you create during your employment with ANZ; and
- to execute any further documents that are required by ANZ to give effect to these obligations.

## **11. Monitoring of ANZ systems**

As a leading global financial institution ANZ has obligations to monitor and report fraud and other irregular activities to regulatory authorities. All ANZ systems and equipment, including employee ANZ bank accounts, are monitored for purposes including the detection and prevention of fraudulent activity. Your communications and access are not private and monitoring may take place for work-related, security or other investigatory purposes. For security purposes ANZ may record such telephone conversations as it may consider appropriate and may access recorded information in the case of a security or other investigation. You should be aware that any private discussions made on these lines may be intercepted and your personal privacy is not guaranteed.

## **12. Repayment of monies**

You acknowledge that, both during your employment and after your employment ends, you have an obligation to repay any employment related amounts you owe to ANZ.

You agree that for all employment related amounts:

- upon request, you will repay any monies mistakenly paid to you by ANZ;
- upon request, you will repay all amounts you owe to ANZ (for example, personal expenses incurred on an ANZ provided credit card or mobile telephone, or amounts owing for ANZ funded study assistance); and
- subject to law, ANZ is authorised to withhold unpaid amounts from monies otherwise owed to you upon termination of employment.

## **13. Pre-employment screening & ongoing screening**

In accordance with its legal and regulatory obligations, and in accordance with ANZ policy, you may be required to

undergo a police record check prior to commencing work with ANZ, or at other times during your employment.

You may also be required to undergo other checks (e.g. bankruptcy checks, sanctions screening, reference checks, etc). ANZ may engage the services of an external provider to conduct these checks.

Your initial and ongoing employment is conditional on ANZ being satisfied that the results of:

- a police record check are compatible with the inherent requirements of your position; and
- any other required background or other checks are to the satisfaction of ANZ (keeping in mind your position and ANZ's role as a financial institution)

ANZ may use any information you provide to conduct reference checks and any other background checks.

Your employment is also conditional upon you holding all necessary visas and meeting all immigration requirements necessary for you to work in India in this position.

If, in the opinion of ANZ, any of your background checks, reference checks or visas are not satisfactory, ANZ may choose not to commence your employment, or where you have already started, to end your employment immediately, with no liability to pay compensation to you.

#### **14. Variations to this employment agreement**

You and ANZ may agree to vary this employment agreement in writing.

In addition, to meet business needs, ANZ may change your position, position title, reporting arrangements, duties and location on giving you reasonable notice. ANZ may also change the various components of your TEC as described in Schedule 2.

Changes to the terms and conditions of your employment will not constitute a termination of your employment, and will not entitle you to any benefits under the ending employment provisions of this employment agreement.

If any changes are made to the terms of your employment, all other terms of this employment agreement will continue to apply to your employment.

#### **15. National (Australian) Privacy Principles and India Privacy Legislation**

In addition to the terms and conditions contained in this employment agreement, the following shall also be applicable:

- (a) the National (Australian) Privacy Principles form part of this letter and apply to your employment. You must diligently comply with those principles in performing your duties for ANZ.
- (b) India Privacy Laws: The Government of India has notified The Reasonable security practices and procedures and sensitive personal data or information Rules (Privacy Laws).

Privacy Laws provide various obligations on organisations in India. To facilitate your employment, or to comply with statutory or regulatory requirements, ANZ Support Services India Pvt Ltd will collect sensitive personal data or information about you and your dependants from time to time. This includes, without limitation, information relevant to your

employment or your dependants' information such as password, physical, physiological or mental health conditions, medical records, or financial information such as your bank account details.

ANZ Support Services India Pvt Ltd may also be required to collect, transfer, or disclose such information to other ANZ entities (including ANZ Banking Group Limited) and/or to third parties where it is necessary to facilitate your employment. This may include medical practitioners, rehabilitation providers, insurers or other experts, agents and consultants to assist ANZ in relation to your employment.

By accepting this you provide your consent to ANZ Support Services India Pvt Ltd and other entities as above to collect, store, share and use the sensitive personal data or information about you or your dependants.

#### **16. Compliance with applicable laws**

You must strictly comply with all applicable laws including any rules, regulations and guidelines issued by the Reserve Bank of India or the Securities and Exchange Board of India, with regards to customer information, confidentiality, securities trading, etc.

#### **17. Governing law and jurisdiction**

This employment agreement will be governed by, and construed in accordance with, the laws of India.

#### **18. Severability**

If any part of this employment agreement is found to be illegal or unenforceable by any court of law or any competent governmental or other authority, the remaining parts of the agreement will be severable and enforceable in accordance with their terms, so long as they do not fail their essential purpose. You and ANZ agree to negotiate in good faith to replace any such illegal or unenforceable part with suitable substitute provisions which will maintain as far as possible the purposes and the effect of this offer.

#### **19. True and correct information**

You declare that all information provided by you is true and correct. If any information you have provided is false or misleading in any particular then ANZ shall be at liberty to terminate your employment without notice at its absolute discretion. By accepting this offer, you confirm that you have not been placed on a bond or convicted of any criminal offence.

#### **20. Employment agreement confidentiality**

It is a condition of your employment that you keep the terms of this employment agreement confidential. If you have any questions in relation to these matters you may raise them with your line manager or your recruitment consultant.

#### **21. Consent to Electronic Transmission of Information**

You agree to receive, for your consideration, this employment agreement electronically by accessing the ANZ Careers Portal using your unique user name and password (using single sign on to access SuccessFactors Careers Portal via PeopleHub if you are an existing ANZ employee).



Should you agree to accept the terms and conditions in this employment agreement, you consent to do so by way of e- Execution. This will require you to:

- log into your candidate profile and select your application for the role;
- review the identified letter of offer;
- select the accept option on your online application to confirm that you have read, you have understood and you agree to the terms and conditions in this employment agreement;
- type your first name and surname in the space provided to confirm your identity;
- type date of acceptance; and
- then click on “Submit”.

When you meet your Onboarding Specialist, you will also need to sign this employment agreement by way of your handwritten signature.

Yours sincerely



Rita Newman

**Tribe Lead, Joiners & Movers**

***Schedule 1 - Details of position and working arrangements***

**Position title**

Banking Ops Analyst, Servicing, IND BLR, Grp 6.3

**Classification**

6.3

**Reporting arrangements**

Binita Goswami

**Place of work**

Manyata Embassy Business Park, Outer Ring Road, Near Nagavara, Bengaluru - 560045

**Commencement date**

20 November, 2023

**Agreed hours of work**

You agree to work 170 hours per four weekly cycle and any reasonable additional hours you may need to work to

effectively perform your role. Your remuneration includes compensation for all hours that you are required to work.

You may be eligible to receive paid overtime or other allowances/payments where you work hours outside of those hours specified above. These allowances/payments will be paid in accordance with ANZ policy.

### **Rostered hours of work**

The days and times you will be required to work these hours and any changes will be advised to you by ANZ.

You may be required to work any shift timing that is required of you by ANZ, including the night shift. Shift times may be subject to change with or without notice. You agree that you will be bound to work shifts as required by ANZ.

### **Suspension**

ANZ may suspend you from performing your duties at ANZ's absolute discretion. An example of where this may occur is if you are subject to an investigation relating to potential breaches of the ANZ Code of Conduct (or other ANZ policies, procedures, rules or codes) or if you are subject to an investigation by a regulator.

Generally, you will be suspended with pay. Subject to the laws of your Country, ANZ may consider it necessary to suspend you from performing your duties without pay.

## Schedule 2 - Pay and rewards

### Remuneration Rs. (p.a)

#### Basic Salary

- 225,000.00

#### HRA

- 90,000.00

#### Provident Fund (ANZ's Company Contribution)\*

- 27,000.00

#### Flexible Component

- 108,000.00

#### ESI Contribution \*\*

- NA

#### Total Employment Cost (TEC)

- 450,000.00

Your TEC is based on the full-time hours. If you are employed part-time, your TEC and any relevant components will be pro-rated based on your part-time hours of work.

You agree that an incremental employer payments/contributions that ANZ may have to incur/remit in order to meet or adapt to regulatory requirements, amendments or changes in interpretation of law, or business needs or due to the subsequent coverage under any social security or other benefit statute, will be adjusted from other existing components in the TEC above, provided always that your overall TEC will remain the same

#### Note:

\*Provident fund: Both you and ANZ will make provident fund contributions required by law. You agree that ANZ may deduct your contribution from your salary and remit it to the Provident Fund on your behalf.

\*\*Employee state insurance (ESI): If you are covered under ESI, both you and ANZ will make ESI contributions as required by law.

In addition to the amounts outlined above, you may receive a statutory bonus and/or Service Weightage Allowance if eligible and as mandated by applicable law.

#### Payment of salary

All ANZ employees are required to have their salary credited to an ANZ bank account, where such a facility is available. If

your location does not currently have such a facility, ANZ will credit your salary to your nominated bank account which is required to be a bank account opened with an ANZ-preferred bank as determined by ANZ at the relevant time.

## **Gratuity**

You will be eligible for gratuity on completion of 4 years of continuous service if you meet the eligibility criteria provided in applicable Indian laws and ANZ policy. Any gratuity will be paid upon termination of employment with ANZ.

## **Downward Adjustment (including Clawback where applicable)**

Any variable remuneration awarded to you at any time (including cash and equity, and whether that remuneration has been deferred or not) is subject to downward adjustment under applicable law, regulatory standards and guidance, the provisions of the ANZBGL Performance & Remuneration Policy as amended in ANZ's sole discretion, and any separate conditions of grant issued to you. It is important that you read and familiarize yourself with the ANZBGL Performance and Remuneration Policy. ANZ's policies are available via ANZ's intranet and can be viewed upon commencement.

For the avoidance of doubt, variable remuneration awarded to you will (without limitation) be subject to ANZ's discretions:

- to downward adjust (including to nil) variable remuneration by making in-year adjustments, or applying malus<sup>1</sup> or clawback<sup>2</sup>;
- to freeze and/or further defer variable remuneration; and/or
- if you occupy a role or position prescribed to which clawback applies (regarding which, you will have received or have access to a "Consequences – Clawback" attachment from ANZ policy) to require you to pay back some or all of the variable remuneration in the clawback period specified at the time of award (and in all cases will not be less than the period required under applicable law), after it has been paid or vested, up to the amount or value of the benefit accruing, allocated or provided to you by reason of a grant and vesting of the remuneration. You agree to comply with any Clawback Notice given to you, and cooperate with any request by ANZ for relevant information, whether or not you remain employed by ANZ at the time.

1. "Malus" means an adjustment to reduce the value of all or part of deferred variable remuneration before it has been paid or vested.

2. "Clawback" means the recovery of an amount corresponding to some or all variable remuneration that has been paid or vested

It is a condition of eligibility to be considered for any award of variable remuneration that you agree that any award is subject to ANZ's discretions as set out above. Any additional conditions of grant applicable to an award will be separately issued to you.

### ***Schedule 3 - Details on termination of employment***

#### **Probationary period**

A probationary period of 3 months will apply from the commencement date. You or ANZ may terminate your employment during the probationary period with two weeks' written notice.

#### **Resignation**

You may resign from ANZ by giving 2 months written notice (or a shorter period if agreed with ANZ).

#### **Termination on notice**

ANZ may end your employment by giving you 2 months written notice.

You will not be entitled to the notice in this clause if your employment ends:

- (a) during your probation period; or
- (b) for a reason that results in termination without notice.

#### **Payment in lieu of notice**

ANZ may at its sole discretion choose to pay you in lieu of some or all of the notice periods (relating to resignation and termination on notice) set out above.

Any payment in lieu of notice will be calculated on the basis of your TEC (minus the provident fund component).

#### **Duties during notice period**

During a notice period, ANZ may require that you not perform your duties or attend at the workplace or that you perform different duties. You agree to stop communicating with any ANZ Group customers, suppliers, employees and contractors if asked to do so by ANZ. However, you remain an employee of ANZ and bound by the terms of this employment agreement until the end of the notice period.

#### **Termination without notice**

ANZ may end your employment without notice (or payment in lieu) if, in the opinion of ANZ, you engage in unacceptable behaviour that constitutes serious misconduct (including fraud, theft or dishonesty), or if you engage in other conduct that is a serious neglect of duty, or conduct tending to bring yourself, ANZ and/or any of its related corporations into disrepute, or serious breach of any of the terms of this employment agreement or is a material breach of any company policy.

#### **Non-solicitation**

During your employment with ANZ and for 6 months after your employment with ANZ ends you must not (either alone, with or through others) solicit, interfere with or attempt to entice away from ANZ Group:

- any employee of ANZ Group; or
- any customer or client of ANZ Group or any person who was in the habit of dealing with ANZ,

with whom you have had direct or indirect contact or dealings, or knowledge of, during the 12 months before your employment with ANZ ended.

You acknowledge that the restriction is both reasonable and necessary in order to protect the legitimate business interests of ANZ.

Your obligations relating to confidential information continue to operate following the end of this non solicitation period.

### **Return of property**

You will be responsible for the safekeeping of all ANZ property which may be in your use, custody or charge. At any time if requested by ANZ, or when your employment ends, you must return all ANZ Group property to ANZ. You must also return any notes or records (electronic, hard copy or otherwise) made during the course of your employment which contain any information that is confidential to ANZ Group.

### **Notice requirements**

Notice of termination provided by you or ANZ must be in writing.

Where notice is provided to you by ANZ, notice must be either delivered to you personally or delivered by registered post or courier to you at your home address last known to ANZ.

Where it is not practicable to deliver the notice as above, ANZ may serve you such notice electronically.

Where you are providing notice to ANZ, such notice must be in writing and must be either delivered in person or by registered post or courier to your line manager (or acting line manager).

Where it is not practicable to deliver the notice as above, you may serve such notice on your line manager or acting line manager electronically.

**Confidential**



ANZ Support Services India Pvt Ltd  
"Eucalyptus", Manyata Embassy Business Park - SEZ, Outer  
Ring Road, Nagavara & Rachenahalli Village  
K R Puram Hobli  
Bengaluru 560 045

31 October, 2023

Tejas Jonathan  
3039, 5th cross, Kumarswamy Layout,  
Bangalore – 560078

Dear Tejas Jonathan,

On behalf of ANZ, I am pleased to offer you the position of Banking Ops Analyst, Servicing, IND BLR, Grp 6.3 with ANZ Support Services India Pvt Ltd (**ANZ**).

This letter provides you with the information you need to accept this offer and the things you will need to do prior to your commencement with ANZ. You will find enclosed a copy of your employment agreement.

### **Accepting ANZ's offer of employment and next steps**

As part of our e-Execution process, you will be asked if you accept the offer and the terms of employment in the employment agreement (including the cover letter and Schedules). We must receive your e-Executed employment agreement electronically within five calendar days from the date of this letter, otherwise this offer may be withdrawn.

Please also bring the following original documents with you for verification on your first day of work:

- India Passport copy is first preference. If you don't have a passport, kindly share Voters Id or Birth certificate or Ration Card.
- PAN and Aadhaar is mandatory
- Copies of all documents relating to your skills, experience and education qualifications, as required by ANZ
- For Non-India citizen/Foreign hires: copies of all visas you have to enable you to work in India.
- One passport size photo
- UAN & Aadhaar link is mandatory & share a copy of the screenshot with your Onboarding team Please

also arrange to:

1. Open a bank account

All ANZ employees are required to have their salary credited to an ANZ bank account, where such a facility is available. If your location does not currently have such a facility, ANZ will assist you in opening a bank account with a preferred bank as determined by ANZ at the relevant time.

2. Provide consent to undergo pre-employment screening

To comply with its legal and regulatory obligations and in accordance with ANZ policy, ANZ may require you to consent to undergo a police record check or other background checks before you commence employment with ANZ.

ANZ may engage the services of an external provider (First Advantage) to conduct these checks. This external provider may contact you prior to your commencement with ANZ to obtain your consent. When you receive this email, log into their website (via personal computer or mobile phone) and complete the online form.

**Please note:** It is a condition of ANZ's offer that you will not be able to commence employment on the proposed date contained in your employment agreement if the above steps for your background checks have not been completed prior to the date. In those circumstances, ANZ may withdraw its offer or change your commencement date.

If you have further questions please contact your line manager or recruitment consultant to talk about any aspects of this offer.

I look forward to welcoming you as part of the team and wish you every success in your new role.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Rita Newman', is written over a light blue circular watermark.

Rita Newman

**Tribe Lead, Joiners & Movers**





ANZ Support Services India Pvt Ltd  
"Eucalyptus", Manyata Embassy Business Park - SEZ, Outer  
Ring Road, Nagavara & Rachenahalli Village  
K R Puram Hobli  
Bengaluru 560 04

31 October, 2023

Tejas Jonathan  
3039, 5th cross, Kumarswamy Layout,  
Bangalore – 560078

Dear Tejas Jonathan,

On behalf of ANZ, I am pleased to offer you the position of Banking Ops Analyst, Servicing, IND BLR, Grp 6.3 with ANZ Support Services India Pvt Ltd (ANZ).

This letter sets out the terms of your employment, and constitutes your employment agreement with ANZ. If you accept this offer, this agreement will become your only employment agreement with ANZ and will replace all previous employment agreements and understandings between you and ANZ.

#### **1. Position details**

The details of your position with ANZ including your reporting arrangements, work location and the date you will start work in this position are set out in Schedule 1.

You agree to diligently perform the duties and responsibilities that ANZ assigns to you. ANZ may vary these duties and responsibilities at any time.

#### **2. Pay and rewards**

Information about your pay and rewards are contained in Schedule 2.

#### **3. Hours of work**

The number of hours that you agree to work and details of other work arrangements are set out in Schedule 1.

#### **4. Policies, procedures, rules and codes**

Information about the way we work at ANZ is contained in our policies, procedures, rules and codes. You are required to comply with these policies, procedures, rules and codes and it is important that you read and familiarise yourself with them. Our policies are available on the intranet.

These policies, procedures, rules and codes do not form part of your employment agreement and may be varied by ANZ

from time to time at ANZ's discretion.

## **5. Code of conduct and ethics**

ANZ has developed guiding principles and ethical standards which apply to you as an employee of ANZ. These are set out in the Code of Conduct and Ethics and the supporting policy framework. You must act in accordance with these principles and standards at all times.

## **6. Leave**

Your leave entitlements, including annual leave, sick and parental leave are contained in ANZ's policies. ANZ is committed to ensuring that its leave policies comply with at least the minimum legal requirements.

## **7. Ending employment with ANZ**

Schedule 3 sets out the different ways that your employment with ANZ may come to an end and the entitlements and obligations that will apply.

## **8. Conflict of Interest**

Some activities or interests may conflict with your obligations to ANZ. These activities and interests include:

- (a) any outside business interest including non-ANZ work (paid or unpaid), business ventures, directorships, partnerships or a direct or indirect financial interest which has the potential to be in conflict with your employment, the interests of ANZ or ANZ's partners, customers or suppliers; or
  - (b) engaging in any activity that might compete directly or indirectly with ANZ Group (in this employment agreement, ANZ Group means ANZ and any related body corporate as defined in the Corporations Act 2001, any joint ventures or partnerships in which ANZ is a participant or any body corporate in which ANZ or a related body corporate of ANZ is a strategic investor or has a strategic equity interest) or might pose a conflict of interest with your employment; or
  - (c) having or gaining an interest including a direct or indirect financial interest (for example, ownership of shares or ownership or investment in an outside business), which might pose a conflict of interest with your employment.
- You must not do any things that may conflict with your obligations to ANZ, no matter how minor they may seem to be, unless you have the prior written approval of ANZ.

You must also disclose any potential conflict of interest to ANZ before you start work and as soon as possible, at any time one arises, during your employment.

## **9. Confidential information**

As a leading and trusted financial institution it is essential that ANZ guarantees the privacy, confidentiality and integrity of its information.

Confidential information is any information about ANZ Group, its customers or its affairs which you obtain after signing your contract of employment or during your employment, unless the information is already available to the public other than as a result of a breach of this clause. Some specific examples of confidential information include information about:

- Customers, including, their names, contact details, financial information and the dealings they have with ANZ Group or the products and services we have supplied to them;
- ANZ's processes, procedures and systems;
- Working documents such as research, strategies, papers, proposals, presentations and financial information.

You must keep secure, and must not disclose or use confidential information except where required as part of your role, or with your line manager's written agreement.

These obligations continue after your employment with ANZ ends.

## **10. Intellectual property**

In the course of your employment you may develop concepts or materials which give rise to intellectual property rights. You agree:

- that ANZ will own all of these intellectual property rights;
- where applicable, to assign to ANZ any of these intellectual property rights (including any future rights) on a worldwide basis;
- to irrevocably waive any moral rights that you may hold in any materials concepts or ideas you create during your employment with ANZ; and
- to execute any further documents that are required by ANZ to give effect to these obligations.

## **11. Monitoring of ANZ systems**

As a leading global financial institution ANZ has obligations to monitor and report fraud and other irregular activities to regulatory authorities. All ANZ systems and equipment, including employee ANZ bank accounts, are monitored for purposes including the detection and prevention of fraudulent activity. Your communications and access are not private and monitoring may take place for work-related, security or other investigatory purposes. For security purposes ANZ may record such telephone conversations as it may consider appropriate and may access recorded information in the case of a security or other investigation. You should be aware that any private discussions made on these lines may be intercepted and your personal privacy is not guaranteed.

## **12. Repayment of monies**

You acknowledge that, both during your employment and after your employment ends, you have an obligation to repay any employment related amounts you owe to ANZ.

You agree that for all employment related amounts:

- upon request, you will repay any monies mistakenly paid to you by ANZ;
- upon request, you will repay all amounts you owe to ANZ (for example, personal expenses incurred on an ANZ provided credit card or mobile telephone, or amounts owing for ANZ funded study assistance); and
- subject to law, ANZ is authorised to withhold unpaid amounts from monies otherwise owed to you upon termination of employment.

## **13. Pre-employment screening & ongoing screening**

In accordance with its legal and regulatory obligations, and in accordance with ANZ policy, you may be required to

undergo a police record check prior to commencing work with ANZ, or at other times during your employment.

You may also be required to undergo other checks (e.g. bankruptcy checks, sanctions screening, reference checks, etc). ANZ may engage the services of an external provider to conduct these checks.

Your initial and ongoing employment is conditional on ANZ being satisfied that the results of:

- a police record check are compatible with the inherent requirements of your position; and
- any other required background or other checks are to the satisfaction of ANZ (keeping in mind your position and ANZ's role as a financial institution)

ANZ may use any information you provide to conduct reference checks and any other background checks.

Your employment is also conditional upon you holding all necessary visas and meeting all immigration requirements necessary for you to work in India in this position.

If, in the opinion of ANZ, any of your background checks, reference checks or visas are not satisfactory, ANZ may choose not to commence your employment, or where you have already started, to end your employment immediately, with no liability to pay compensation to you.

#### **14. Variations to this employment agreement**

You and ANZ may agree to vary this employment agreement in writing.

In addition, to meet business needs, ANZ may change your position, position title, reporting arrangements, duties and location on giving you reasonable notice. ANZ may also change the various components of your TEC as described in Schedule 2.

Changes to the terms and conditions of your employment will not constitute a termination of your employment, and will not entitle you to any benefits under the ending employment provisions of this employment agreement.

If any changes are made to the terms of your employment, all other terms of this employment agreement will continue to apply to your employment.

#### **15. National (Australian) Privacy Principles and India Privacy Legislation**

In addition to the terms and conditions contained in this employment agreement, the following shall also be applicable:

- (a) the National (Australian) Privacy Principles form part of this letter and apply to your employment. You must diligently comply with those principles in performing your duties for ANZ.
- (b) India Privacy Laws: The Government of India has notified The Reasonable security practices and procedures and sensitive personal data or information Rules (Privacy Laws).

Privacy Laws provide various obligations on organisations in India. To facilitate your employment, or to comply with statutory or regulatory requirements, ANZ Support Services India Pvt Ltd will collect sensitive personal data or information about you and your dependants from time to time. This includes, without limitation, information relevant to your

employment or your dependants' information such as password, physical, physiological or mental health conditions, medical records, or financial information such as your bank account details.

ANZ Support Services India Pvt Ltd may also be required to collect, transfer, or disclose such information to other ANZ entities (including ANZ Banking Group Limited) and/or to third parties where it is necessary to facilitate your employment. This may include medical practitioners, rehabilitation providers, insurers or other experts, agents and consultants to assist ANZ in relation to your employment.

By accepting this you provide your consent to ANZ Support Services India Pvt Ltd and other entities as above to collect, store, share and use the sensitive personal data or information about you or your dependants.

#### **16. Compliance with applicable laws**

You must strictly comply with all applicable laws including any rules, regulations and guidelines issued by the Reserve Bank of India or the Securities and Exchange Board of India, with regards to customer information, confidentiality, securities trading, etc.

#### **17. Governing law and jurisdiction**

This employment agreement will be governed by, and construed in accordance with, the laws of India.

#### **18. Severability**

If any part of this employment agreement is found to be illegal or unenforceable by any court of law or any competent governmental or other authority, the remaining parts of the agreement will be severable and enforceable in accordance with their terms, so long as they do not fail their essential purpose. You and ANZ agree to negotiate in good faith to replace any such illegal or unenforceable part with suitable substitute provisions which will maintain as far as possible the purposes and the effect of this offer.

#### **19. True and correct information**

You declare that all information provided by you is true and correct. If any information you have provided is false or misleading in any particular then ANZ shall be at liberty to terminate your employment without notice at its absolute discretion. By accepting this offer, you confirm that you have not been placed on a bond or convicted of any criminal offence.

#### **20. Employment agreement confidentiality**

It is a condition of your employment that you keep the terms of this employment agreement confidential. If you have any questions in relation to these matters you may raise them with your line manager or your recruitment consultant.

#### **21. Consent to Electronic Transmission of Information**

You agree to receive, for your consideration, this employment agreement electronically by accessing the ANZ Careers Portal using your unique user name and password (using single sign on to access SuccessFactors Careers Portal via PeopleHub if you are an existing ANZ employee).

Should you agree to accept the terms and conditions in this employment agreement, you consent to do so by way of e- Execution. This will require you to:

- log into your candidate profile and select your application for the role;
- review the identified letter of offer;
- select the accept option on your online application to confirm that you have read, you have understood and you agree to the terms and conditions in this employment agreement;
- type your first name and surname in the space provided to confirm your identity;
- type date of acceptance; and
- then click on “Submit”.

When you meet your Onboarding Specialist, you will also need to sign this employment agreement by way of your handwritten signature.

Yours sincerely



Rita Newman

**Tribe Lead, Joiners & Movers**

***Schedule 1 - Details of position and working arrangements***

**Position title**

Banking Ops Analyst, Servicing, IND BLR, Grp 6.3

**Classification**

6.3

**Reporting arrangements**

Binita Goswami

**Place of work**

Manyata Embassy Business Park, Outer Ring Road, Near Nagavara, Bengaluru - 560045

**Commencement date**

20 November, 2023

**Agreed hours of work**

You agree to work 170 hours per four weekly cycle and any reasonable additional hours you may need to work to

effectively perform your role. Your remuneration includes compensation for all hours that you are required to work.

You may be eligible to receive paid overtime or other allowances/payments where you work hours outside of those hours specified above. These allowances/payments will be paid in accordance with ANZ policy.

### **Rostered hours of work**

The days and times you will be required to work these hours and any changes will be advised to you by ANZ.

You may be required to work any shift timing that is required of you by ANZ, including the night shift. Shift times may be subject to change with or without notice. You agree that you will be bound to work shifts as required by ANZ.

### **Suspension**

ANZ may suspend you from performing your duties at ANZ's absolute discretion. An example of where this may occur is if you are subject to an investigation relating to potential breaches of the ANZ Code of Conduct (or other ANZ policies, procedures, rules or codes) or if you are subject to an investigation by a regulator.

Generally, you will be suspended with pay. Subject to the laws of your Country, ANZ may consider it necessary to suspend you from performing your duties without pay.

## Schedule 2 - Pay and rewards

### Remuneration Rs. (p.a)

#### Basic Salary

- 225,000.00

#### HRA

- 90,000.00

#### Provident Fund (ANZ's Company Contribution)\*

- 27,000.00

#### Flexible Component

- 108,000.00

#### ESI Contribution \*\*

- NA

#### Total Employment Cost (TEC)

- 450,000.00

Your TEC is based on the full-time hours. If you are employed part-time, your TEC and any relevant components will be pro-rated based on your part-time hours of work.

You agree that an incremental employer payments/contributions that ANZ may have to incur/remit in order to meet or adapt to regulatory requirements, amendments or changes in interpretation of law, or business needs or due to the subsequent coverage under any social security or other benefit statute, will be adjusted from other existing components in the TEC above, provided always that your overall TEC will remain the same

#### Note:

\*Provident fund: Both you and ANZ will make provident fund contributions required by law. You agree that ANZ may deduct your contribution from your salary and remit it to the Provident Fund on your behalf.

\*\*Employee state insurance (ESI): If you are covered under ESI, both you and ANZ will make ESI contributions as required by law.

In addition to the amounts outlined above, you may receive a statutory bonus and/or Service Weightage Allowance if eligible and as mandated by applicable law.

#### Payment of salary

All ANZ employees are required to have their salary credited to an ANZ bank account, where such a facility is available. If



your location does not currently have such a facility, ANZ will credit your salary to your nominated bank account which is required to be a bank account opened with an ANZ-preferred bank as determined by ANZ at the relevant time.

## **Gratuity**

You will be eligible for gratuity on completion of 4 years of continuous service if you meet the eligibility criteria provided in applicable Indian laws and ANZ policy. Any gratuity will be paid upon termination of employment with ANZ.

## **Downward Adjustment (including Clawback where applicable)**

Any variable remuneration awarded to you at any time (including cash and equity, and whether that remuneration has been deferred or not) is subject to downward adjustment under applicable law, regulatory standards and guidance, the provisions of the ANZBGL Performance & Remuneration Policy as amended in ANZ's sole discretion, and any separate conditions of grant issued to you. It is important that you read and familiarize yourself with the ANZBGL Performance and Remuneration Policy. ANZ's policies are available via ANZ's intranet and can be viewed upon commencement.

For the avoidance of doubt, variable remuneration awarded to you will (without limitation) be subject to ANZ's discretions:

- to downward adjust (including to nil) variable remuneration by making in-year adjustments, or applying malus<sup>1</sup> or clawback<sup>2</sup>;
- to freeze and/or further defer variable remuneration; and/or
- if you occupy a role or position prescribed to which clawback applies (regarding which, you will have received or have access to a "Consequences – Clawback" attachment from ANZ policy) to require you to pay back some or all of the variable remuneration in the clawback period specified at the time of award (and in all cases will not be less than the period required under applicable law), after it has been paid or vested, up to the amount or value of the benefit accruing, allocated or provided to you by reason of a grant and vesting of the remuneration. You agree to comply with any Clawback Notice given to you, and cooperate with any request by ANZ for relevant information, whether or not you remain employed by ANZ at the time.

1. "Malus" means an adjustment to reduce the value of all or part of deferred variable remuneration before it has been paid or vested.

2. "Clawback" means the recovery of an amount corresponding to some or all variable remuneration that has been paid or vested

It is a condition of eligibility to be considered for any award of variable remuneration that you agree that any award is subject to ANZ's discretions as set out above. Any additional conditions of grant applicable to an award will be separately issued to you.

### ***Schedule 3 - Details on termination of employment***

#### **Probationary period**

A probationary period of 3 months will apply from the commencement date. You or ANZ may terminate your employment during the probationary period with two weeks' written notice.

#### **Resignation**

You may resign from ANZ by giving 2 months written notice (or a shorter period if agreed with ANZ).

#### **Termination on notice**

ANZ may end your employment by giving you 2 months written notice.

You will not be entitled to the notice in this clause if your employment ends:

- (a) during your probation period; or
- (b) for a reason that results in termination without notice.

#### **Payment in lieu of notice**

ANZ may at its sole discretion choose to pay you in lieu of some or all of the notice periods (relating to resignation and termination on notice) set out above.

Any payment in lieu of notice will be calculated on the basis of your TEC (minus the provident fund component).

#### **Duties during notice period**

During a notice period, ANZ may require that you not perform your duties or attend at the workplace or that you perform different duties. You agree to stop communicating with any ANZ Group customers, suppliers, employees and contractors if asked to do so by ANZ. However, you remain an employee of ANZ and bound by the terms of this employment agreement until the end of the notice period.

#### **Termination without notice**

ANZ may end your employment without notice (or payment in lieu) if, in the opinion of ANZ, you engage in unacceptable behaviour that constitutes serious misconduct (including fraud, theft or dishonesty), or if you engage in other conduct that is a serious neglect of duty, or conduct tending to bring yourself, ANZ and/or any of its related corporations into disrepute, or serious breach of any of the terms of this employment agreement or is a material breach of any company policy.

#### **Non-solicitation**

During your employment with ANZ and for 6 months after your employment with ANZ ends you must not (either alone, with or through others) solicit, interfere with or attempt to entice away from ANZ Group:

- any employee of ANZ Group; or
- any customer or client of ANZ Group or any person who was in the habit of dealing with ANZ,

with whom you have had direct or indirect contact or dealings, or knowledge of, during the 12 months before your employment with ANZ ended.

You acknowledge that the restriction is both reasonable and necessary in order to protect the legitimate business interests of ANZ.

Your obligations relating to confidential information continue to operate following the end of this non solicitation period.

### **Return of property**

You will be responsible for the safekeeping of all ANZ property which may be in your use, custody or charge. At any time if requested by ANZ, or when your employment ends, you must return all ANZ Group property to ANZ. You must also return any notes or records (electronic, hard copy or otherwise) made during the course of your employment which contain any information that is confidential to ANZ Group.

### **Notice requirements**

Notice of termination provided by you or ANZ must be in writing.

Where notice is provided to you by ANZ, notice must be either delivered to you personally or delivered by registered post or courier to you at your home address last known to ANZ.

Where it is not practicable to deliver the notice as above, ANZ may serve you such notice electronically.

Where you are providing notice to ANZ, such notice must be in writing and must be either delivered in person or by registered post or courier to your line manager (or acting line manager).

Where it is not practicable to deliver the notice as above, you may serve such notice on your line manager or acting line manager electronically.

**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233954/2023-24

06.04.2023

**SELECTION CUM OFFER LETTER**

To,  
**Nikhil Gowda T,**  
**#10, 2nd cross,**  
**jk pura main road,**  
**vinayakanagar,**  
**Bangalore 560030**  
**Mob No:676411696**

**Dear Nikhil Gowda,**

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 I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** 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.

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

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**



**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122233954/2023-24] as Relationship Manager I Cadre****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<sup>th</sup>, 12<sup>th</sup>, 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<sup>th</sup> 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.**



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.

### **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 I**. 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.

## **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.

## **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-imburements 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:**

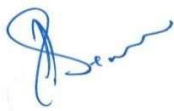
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City 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 13.04.2023, 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/OFF-LTR/122233954/2023-24] as  
Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Nikhil Gowda T</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
<b>Gross Pay</b>	<b>23,236/-</b>	<b>2,78,832/-</b>
PF – Management Contribution	1,260/-	15,120/-
Pension - Management Contribution <sup>3</sup>	504/-	6,048/-
<b>Fixed CTC</b>	<b>25,000/-</b>	<b>3,00,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233954/2023-24

06.04.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shivaranga M,**  
**#102, 3rd Cross Road,**  
**Arekere Lakshmi Layout,**  
**Bannerughatta Road,**  
**Bangalore - 560076**  
**Mob No:7026545131**

**Dear Shivaranga,**

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 I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** 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.

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

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**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122233954/2023-24] as Relationship Manager I Cadre**

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**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<sup>th</sup>, 12<sup>th</sup>, 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<sup>th</sup> 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.**



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.

### **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 I**. 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.

## **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.

## **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-imburements 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:**

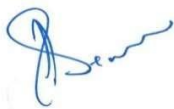
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City 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 13.04.2023, 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**

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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/OFF-LTR/122233954/2023-24] as Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Shivaranga M</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
<b>Gross Pay</b>	<b>23,236/-</b>	<b>2,78,832/-</b>
PF – Management Contribution	1,260/-	15,120/-
Pension - Management Contribution <sup>3</sup>	504/-	6,048/-
<b>Fixed CTC</b>	<b>25,000/-</b>	<b>3,00,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233954/2023-24

06.04.2023

**SELECTION CUM OFFER LETTER**

**To,  
Shivaranga M  
#1173/41 11th main  
RPe layout Vijayanagar  
Bengaluru 560040  
Mob No: 7026545131**

**Dear Shivaranga,**

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 I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** 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.


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

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**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122233954/2023-24] as Relationship Manager I Cadre**

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**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<sup>th</sup>, 12<sup>th</sup>, 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<sup>th</sup> 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.**



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.

### **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 I**. 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.

## **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.

## **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-imburements 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 13.04.2023, 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/OFF-LTR/122233954/2023-24] as  
Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Shivaranga M</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
<b>Gross Pay</b>	<b>23,236/-</b>	<b>2,78,832/-</b>
PF – Management Contribution	1,260/-	15,120/-
Pension - Management Contribution <sup>3</sup>	504/-	6,048/-
<b>Fixed CTC</b>	<b>25,000/-</b>	<b>3,00,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**





**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/122233954/2023-24

06.04.2023

**SELECTION CUM OFFER LETTER**

To,  
**Shri. Charan M,**  
**#1,5th Main ,2nd Cross**  
**Srinidhi Layout,**  
**near Srinidhi Public School**  
**Konankunte Bangalore**  
**Mob No: 9986149017**

**Dear Charan,**

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 I (Sales and Operations)** cadre of our bank. You will be posted as **Probationary Relationship Manager I** 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.

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

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**

**Annexure-I to your Offer of Employment [HRMD/OFF-LTR/122233954/2023-24] as Relationship Manager I Cadre**

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**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<sup>th</sup>, 12<sup>th</sup>, 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<sup>th</sup> 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.**



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.

### **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 I**. 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.

## **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.

## **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-imburements 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:**

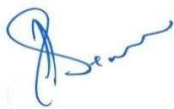
- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City 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 13.04.2023, 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/OFF-LTR/122233954/2023-24] as  
Relationship Manager I**

**Compensation during Probation period**

<b>COMPENSATION DETAILS</b>		
Name	<b>Shri. Charan M</b>	
Designation	<b>Probationary Relationship Manager I</b>	
<b>CTC COMPONENTS (All figures in Rs.)</b>		
<b>Component</b>	<b>Per Month</b>	<b>Per Year</b>
Basic Pay	11,000/-	1,32,000/-
Fixed DA <sup>1</sup>	1,600/-	19,200/-
HRA	4,500/-	54,000/-
Basket of Allowances <sup>2</sup>	6,136/-	73,632/-
<b>Gross Pay</b>	<b>23,236/-</b>	<b>2,78,832/-</b>
PF – Management Contribution	1,260/-	15,120/-
Pension - Management Contribution <sup>3</sup>	504/-	6,048/-
<b>Fixed CTC</b>	<b>25,000/-</b>	<b>3,00,000/-</b>
PLP (Max of 20% on Basic Pay) <sup>4</sup>	2,200/-	26,400/-
Bonus/Ex-gratia (Maximum) <sup>5</sup>	5,550/-	66,600/-
<b>Variable CTC</b>	<b>7,750/-</b>	<b>93,000/-</b>
<b>Total CTC</b>	<b>32,750/-</b>	<b>3,93,000/-</b>

**Note:**

- Dearness Allowance:**-Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
- Basket of Allowances:**-All-inclusive of Sales & Operations allowance, Medical Reimbursement & any other allowances.
- Pension:**- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
- PLP:**- will be vary between 0 to 20% of the basic pay of the employee. The Bank also reserves its right to switch over to Performance Linked Pay (PLP) for its employees at any future date and it is purely based on the performance of the employee.
- Ex-gratia:**-will be considered purely at the discretion of the Management based on the financial performance of the Bank and also subject to terms and conditions stipulated from time to time.

**Your salary is confidential and should be discussed only with Human Resource Management Development Department.**



**Date:** 08-08-2023

**Name:** Khatija khan

**Email:** [Khatija.khan9@gmail.com](mailto:Khatija.khan9@gmail.com)

**Phone No:** 9886000137

**OFFER FOR – Relationship Manager (Intern)**

Following your application and subsequent interview, we are pleased to inform you that you have been considered for **RM(Intern)** in this company for 6 months, as per the terms and conditions listed out in Annexure-1 to this offer letter. Your training will start with effect from **12/09/2023**. You are required to report to the person in charge, **(Nilesh HR) (Phone No.8056397303)** for orientation on this day at 10am.

Kindly bring your Aadhar & PAN card with you to complete your joining formalities.

We wish that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

Yours faithfully



Subhrajit Mukharjee

(Head Talent Management)

Authorized signatory

**Colife Advisory Pvt. Ltd.**

INTERN'S DECLARATION

I accept the above terms and conditions

Name..... Sign.....Date.....



## Annexure-1

### Growth Acceleration Program

1. This program is for 6 months.
2. This program will be conducted in person, with stipend of Rs. 10,000 per month, at our corporate office.
3. Incentive up to Rs. 80,000/- per month can be earned based on performance, under the incentive scheme announced from time to time.
4. Company reserves the right to extend or terminate internship any time without any notice.
5. On confirmation, in case your services are terminated, you will have to serve one month' notice.
6. On successful completion of the Internship Program, performance appraisal and completion of your Post Graduation, you will be eligible for a full-time opportunity with the Company. The below mentioned package, are the sole discretion of the Company and the terms and conditions are laid down by the Company from time to time.

**Total compensation** –: Rs. 12,00,000 per annum (Rs. 1,00,000 Per Month) with a fixed component of Rs.2,40,000 PA (Rs. 20,000 PM) and Variable component (Incentive) Upto Rs.9,60,000 PA (Rs. 80,000 PM) based on your performance.

#### INTERN'S DECLARATION

I accept the above terms and conditions

Name..... Sign.....Date.....

**Date:** 08-08-2023

**Name:** Dhanush D

**Email:** [Dhanush525@gmail.com](mailto:Dhanush525@gmail.com)

**Phone No:** 9538626152

**OFFER FOR – Relationship Manager (Intern)**

Following your application and subsequent interview, we are pleased to inform you that you have been considered for **RM(Intern)** in this company for 6 months, as per the terms and conditions listed out in Annexure-1 to this offer letter. Your training will start with effect from **12/09/2023**. You are required to report to the person in charge, [\(Nilesh HR\) \(Phone No.8056397303\)](#) for orientation on this day at 10am.

Kindly bring your Aadhar & PAN card with you to complete your joining formalities.

We wish that you will work to your level best to improve the efficiency and performance of this company. Congratulations and best wishes.

Yours faithfully



Subhrajit Mukharjee

(Head Talent Management)

Authorized signatory

**Colife Advisory Pvt. Ltd.**

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#### INTERN'S DECLARATION

I accept the above terms and conditions

Name..... Sign.....Date.....

Dear Candidate

**Congratulations!!**

Thank you for your participation in the 'Campus Recruitment Program'. We are happy of your selection and pleased to offer you an opportunity to join us for the position of **Associate Specialist** at **Great West Global Business Services India Pvt. Ltd ("Great West Global" or "Company")**. Your place of work would be **Bangalore** and the same is subject to change based on the business requirements.

Your gross annual Total Fixed Pay would amount to **INR 300,000/-**. Your bonus reward opportunity will be **8%** of your earned Total Fixed Pay. Annual Bonus Program awards are contingent on a variety of factors including individual and Company performance and will be determined by the Company in its sole discretion.

Your employment with Great West Global is contingent upon successful completion of the following conditions:

- A) The company shall conduct background checks which may include your work history, education details, criminal history, and other information as required by Company policy, client requirement and applicable laws as per normal process and procedures.
- B) You are required to complete your current academic course with an aggregate of **50%** in the first attempt in the current academic year with no backlogs

Subject to satisfactory completion of the above conditions and at the sole discretion of the Company, you will be formally offered to join Great West Global Business Services India Pvt. Ltd.

Our formal Offer letter for Employment will be handed over to you on or prior to the date of joining. Kindly accept this offer, by signing in the space provided below and return it to us as token of your acceptance. In case of any queries please feel free to contact **Ms. Deepa Sharma on [deepa.sharma@empower.com](mailto:deepa.sharma@empower.com)**

We once again like to congratulate you on your selection and welcome you to **Great West Global Business Services India Pvt. Ltd.** Family. We look forward to a long and mutually rewarding association.

Sincerely,  
For Great West Global Business Services India Pvt. Ltd.

**Authorized Signatory**

Name: Mansi Maheshwari

Name of the College/Institute: Dayananda Sagar College of Arts, Science and Commerce

Date: 17-02-2023

Signature : *Mansi*



Dear Candidate

**Congratulations!!**

Thank you for your participation in the 'Campus Recruitment Program'. We are happy of your selection and pleased to offer you an opportunity to join us for the position of **Associate Specialist at Great West Global Business Services India Pvt. Ltd ("Great West Global" or "Company")**. Your place of work would be **Bangalore** and the same is subject to change based on the business requirements.

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We once again like to congratulate you on your selection and welcome you to **Great West Global Business Services India Pvt. Ltd.** Family. We look forward to a long and mutually rewarding association.

Sincerely,  
For Great West Global Business Services India Pvt. Ltd.

**Authorized Signatory**

Name: **SYEDA SAHERA**

Name of the College/Institute: **DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE & COMMERCE**

Date: **17 February 2023**

Signature:

Great West Global Business Services  
India Private Limited -  
Serving Empower and Putnam

Embassy Tech Village SEZ, 1st Floor, Block 2A Building  
West Tower, Sarjapur Outer Ring Road  
Devarabisanahalli, Bangalore 560103

CIN - U74900KA2014FTC077522

Dear Candidate

**Congratulations!!**

Thank you for your participation in the 'Campus Recruitment Program'. We are happy of your selection and pleased to offer you an opportunity to join us for the position of **Associate Specialist** at **Great West Global Business Services India Pvt. Ltd ("Great West Global" or "Company")**. Your place of work would be **Bangalore** and the same is subject to change based on the business requirements.

Your gross annual Total Fixed Pay would amount to **INR 300,000/-**. Your bonus reward opportunity will be **8%** of your earned Total Fixed Pay. Annual Bonus Program awards are contingent on a variety of factors including individual and Company performance and will be determined by the Company in its sole discretion.

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- B) You are required to complete your current academic course with an aggregate of **50%** in the first attempt in the current academic year with no backlogs

Subject to satisfactory completion of the above conditions and at the sole discretion of the Company, you will be formally offered to join Great West Global Business Services India Pvt. Ltd.

Our formal Offer letter for Employment will be handed over to you on or prior to the date of joining. Kindly accept this offer, by signing in the space provided below and return it to us as token of your acceptance. In case of any queries please feel free to contact **Ms. Deepa Sharma on [deepa.sharma@empower.com](mailto:deepa.sharma@empower.com)**

We once again like to congratulate you on your selection and welcome you to **Great West Global Business Services India Pvt. Ltd.** Family. We look forward to a long and mutually rewarding association.

Sincerely,  
For Great West Global Business Services India Pvt. Ltd.

**Authorized Signatory**

**Name: Kabir Ahmed N**

**Name of the College/Institute: Dayananda Sagar College of Arts, Science and Commerce**

**Date: 17-02-2023**

**Signature :** *Kabir Ahmed N*

PRIVATE AND CONFIDENTIAL

November 6, 2023

Mr. Zaid Raza,

Bangalore

## APPOINTMENT LETTER

Dear **Mr. Zaid Raza**,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you are appointed as **Sales Executive** with Essay Global Properties.

You will be required to sign below and accept this offer on or before **November 8, 2023** subject to the following terms and conditions:

### 1. POSITION AND ANNUAL COMPENSATION

You, in the capacity of "**Sales Executive**," will work in the "**Sales**" division. While serving the company in that position, you will report to, and receive direction from the Sales Manager or as may be communicated to you from time to time.

You shall be paid an annual CTC, all-inclusive compensation of **Rs. 3,00,000 per annum**. The compensation will be subject to applicable taxes and will be paid to you after deduction of income tax and other applicable taxes at source. The compensation will be paid to you monthly in arrears.

The company reserves the right to change the payment regime for the payment of salaries and shall intimate the same to you. The salary shall be reviewed at the sole discretion of the company as per the company rules. Any future increments or promotion or any other salary increase shall be based solely on merit considering your consistent performance, business conditions, and other parameters fixed from time to time at the discretion of the company and shall not be considered merely as a matter of right. You will be eligible for sales incentives as and when declared.

**As discussed and agreed with you, you will be eligible to receive the following benefits as part of the all-inclusive compensation.**

- Conveyance Charges
- Travel Allowance
- Food and Housing Expenses



+971 56 863 8834



sales@essayuae.com



www.essayproperties.co.in



8th Floor, Latifa Towers,  
Sheikh Zayed Road, Dubai.

## 2. DUTIES

You will perform such duties and services in relation to the affairs of the Company as may be assigned to you from time to time. During the term of your employment with the Company, you shall:

- (a) faithfully and diligently perform your duties,
- (b) use your best endeavours to promote the business interest of the Company,
- (c) devote your full time, attention, and efforts to serve the Company,
- (d) not directly or indirectly engage or be interested in any activity, which competes with the Company or conflicts with your duties to the Company.

## 3. WORKING HOURS

Your standard working hours will be 09:30 AM to 6:30 PM, Wednesday through Monday with one week off on Tuesday. In view of your position in the Company, you shall effectively perform to ensure results, and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so required. The Company may change the working hours and working days at its discretion; in such an event, you shall abide by the change in the standard working hours as may be notified by the Company.

## 4. TRANSFERABILITY

Your initial place of posting will be in "**Bangalore**," and you may be required to travel on business for the Company. The Company reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Company.

## 5. ALTERNATIVE EMPLOYMENT

You will be in the exclusive employment of the Company. You will not be entitled to accept directly or indirectly any part-time or full-time job or transact any business of any kind whatsoever during the course of your employment with the Company.

## 6. ANNUAL LEAVE ENTITLEMENT & HOLIDAYS

Annual leave and holidays are stipulated in accordance with the HR policies of the Company.





## 7. EFFECTIVE DATE

This appointment shall be effective since **November 6, 2023**, which shall be the date of your joining in the organization.

## 8. PROBATION AND NOTICE PERIOD

### Probation:

You will be on Probation for a period of six (6) months from **November 6, 2023**. Upon completion of your Probation Period, if your services are found to be satisfactory, your employment with the company will be deemed to be confirmed, unless you are inferred in writing otherwise. The Company reserves the right to reduce, dispense with, or extend your Probation Period at its absolute discretion.

On or before the completion of the Probation Period (six months or maximum extended), in the event the Company finds you non-suitable for the post you are appointed, the Company shall at its sole discretion have the right to terminate your employment by giving 30 days advance notice in writing or salary (basic) in lieu thereof.

In case you wish to terminate your employment during the probation period, you shall be required to serve 30 days advance notice in writing to the Company. You cannot discharge your obligation of the notice period by waiving your salary equivalent to the notice period. Failure to comply with the said term by you will entitle the Company to take necessary legal action against you, including recovery of loss/damages which the company may incur and will be further entitled to withhold or recover from you the last drawn one month's salary.

### Notice Period:

Your employment is subject to termination by either party by giving notice in writing.

Notice Period is meant to ensure completion of jobs already taken, transfer ongoing jobs, smooth transition and provide time to get a suitable replacement. Failing to fulfil this commitment and purely at the discretion of the employer, the employee will be required to pay to the employer without demur, and on demand, the salary in lieu of the notice period as per the terms of the company.

However, in the event of your resignation, the Company at its sole discretion shall have an option to accept the same and relieve you prior to the completion of the stipulated notice period provided the company shall adjust unserved notice period against your basic salary.

You will have to serve 15 days' (during probation) and 30 days' (after probation) notice period. If the employee does not serve the notice period at all, then the company is not liable to pay any salary for the days worked in the company. Further, he/she shall be treated as abscond and will not be considered for re-joining in the future. The period for full and final settlement is a minimum of 45 days.



## 9. TERMINATION

### (9.1) Termination of services by self or by the company:

The employment may be terminated by the company or employee giving a minimum number of days basis designation level as advance notice in case of permanent employment as per the terms of this Appointment Letter and HR Policy Manual.

### (9.2) Termination by Company:

Notwithstanding the provisions of Clause 10.1, the Company shall be entitled to terminate your employment without any notice or payment of salary in lieu thereof and withhold any amount due and payable to you by the company in the following events:

- a) If you are found guilty of any professional misconduct or any of the misconducts mentioned/defined in the Employee Manual.
- b) If you are found to be acting prejudicial to the interest of the Company or if you have committed any act or omission of a similar nature.
- c) In the event any FIR is registered against you under the provisions of the Indian Penal Code, 1908, or other applicable penal laws of the country or if you are convicted by a court of law for an act of criminal nature.
- d) If you remain absent from work for a period of 5 working days without intimation, due to any personal or medical reasons (continued ill health).
- e) If you are found to be in breach of terms of this letter, including but not limited to being in dual employment or guilty of insufficient notice period or non-compliance with the handing over formalities etc.

If the Company terminates your employment for reasons other than mentioned above, the Company shall be liable to compensate you with basic salary in lieu of the unserved notice.

### (9.3) Reimbursement in the event of termination:

Should you be terminated by the Company, pursuant to the clause 10.1 or 10.2, you shall reimburse the Company for any benefits which have been provided or paid for the period beyond the date of the termination and which are not required to be paid for either statutorily or pursuant to this letter.

Moreover, you shall be liable to return to the Company, in monetary terms, the benefits with regard to relocation etc. which the Company has extended to you, in case you wish to resign within One (1) year of relocation. In the event of you resigning from the services of the Company within twelve months of attending any Company-sponsored Training Program/Workshop/Seminar/Conference/Award show, the cost incurred by the company will be recovered from your final dues.



## 10. CONSEQUENCES OF TERMINATION

In case you resign from your job or upon termination of your employment (for whatever reason and howsoever arising):

**(10.1)** Your final accounts including terminal or retirement benefits can only be settled after you hand over the charge to the persons nominated by the Company and deal with all the pending issues relating to your department if and when you resign from the Company, subject to your superior certifying the same in writing.

**(10.2)** You shall not take up employment with a new employer before setting your accounts with the Company and serving the notice period as stipulated herein.

**(10.3)** You shall not take away, conceal or destroy but shall immediately handover to the Company all documents (which expression shall include, without limitation, notes, software, correspondence, drawings, plans, designs and any other material upon which data or information is recorded or stored) relating to the business or affairs of the Company or all Affiliate or any of their customers, shareholders, directors, employees, officers, clients, suppliers, distributors, and agents (and you shall not be entitled to retain any copies or reproductions of any such documents) together with all other properly belonging to the Company or any Affiliate which may then be in your possession or under your control.

**(10.4)** You shall not at any time thereafter make any untrue or misleading oral or written statement concerning the business and affairs of the Company or any Affiliate nor represent yourself or permit yourself to be held out as being in any who connected with or interested in the business of the Company or any Affiliate (except as a former Employee for the purpose of communicating with prospective employers or complying with any applicable statutory requirements).

**(10.5)** You shall immediately return all items or equipment held on loan or hire from the Company in the condition as we provided to you.

## 11. PAST RECORD

If any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, you will be liable to be discharged from the services of the Company, without any notice or compensation. Further, you agree to make good the losses suffered by the Company during the term of your employment and thereafter due to suppression of such material facts.

## 12. OTHER TERMS AND CONDITIONS

**(12.1)** During the tenure of your employment, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either full or on part-time basis without the prior



permission of the Company in writing. Any contravention of this condition will entail immediate termination of your employment from the Company without any notice.

**(12.2) Intellectual Property** - All improvements, copyrightable material, trademarks, ideas and concepts, which you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be the sole property of the Company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such improvements, copyrightable materials, trademarks, ideas and concepts, which you may make or conceive.

**(12.3) Applicable Law** - Your employment and any of your corresponding rights and obligations shall be governed by the laws of India. You agree to submit to the exclusive jurisdiction of the courts of (Telangana / Hyderabad NCR).

**(12.4) Indemnity** - You shall indemnify and hold harmless the Company, from and against any or all losses claims, suits, judgments, recoveries, awards, damages, cost and expenses including but without limitation, reasonable attorney's fees and cost associated therewith, which may be incurred by or charged to or recoverable from or which may accrue against the Company, its Directors, officers, agents, employees in the event of a breach by the employee of any of his obligations under this letter of Appointment.

**(12.5) Company's Rules, Regulations, Policies and Procedures**- You will observe and be bound by the Company's rules and regulations as varied by the Company from time to time as they affect your appointment with the Company. The Company's policies relating to the use of email and the internet form part of this contract of employment. Failure to comply with the terms of these policies will render you liable to disciplinary action (which may include summary dismissal) in accordance with the laws and Company's disciplinary procedure from time to time.

**(12.6) Severability** - Any provision of this Agreement which is or become illegal, void or unenforceable will be ineffective to the extent only of such illegality voidness or unenforceability and will not invalidate the remaining provisions.

### 13. CONTRACT OF EMPLOYMENT

This Letter of Appointment along with the HR Policy Manual shall always be regarded as your Contract of Employment which shall be legally binding upon you. Terms of the Employee Manual are not reproduced herein for the sake of brevity but shall be considered as an integral part of this Appointment Letter by its reference herein. Any variations/changes in the Employee Manual shall have the effect of change in the terms and conditions which will govern your employment. A copy of the employee manual has already been provided to you along with this Appointment Letter, for execution. An updated copy of the Employee Manual shall always be available with the Company HR Department which shall be availed and perused by you each month, as per your convenience, to be apprised of changes, if any. Also, the Company shall intimate you about any change in the Employment Manual for your knowledge. However, in case of any inconsistency/conflict between the terms of this Letter of Employment and the Employee Manual shall always prevail.



## SALARY BREAKUP

Gross salary per month	AED 25,000		
Components In salary	Percentage	Per month	Per annum
Basic Salary	45%	11250	135000
HRA	40%	4500	54000
Conveyance allowances		1600	19200
Medical allowances		1250	15000
DA	5%	1250	15000
Special allowances		5,150	61800
<b>Total Gross Salary</b>		<b>25000</b>	<b>300000</b>
TDS	10%	0	0
PF	12%	1350	16200
PTAX		200	2400
INSURANCE		800	9600
<b>Total deductions</b>		<b>2350</b>	<b>281400</b>
<b>Net Salary (Gross-Total deductions)</b>		<b>22650</b>	<b>271800</b>

ESSAY GLOBAL PROPERTIES  
A BRIDGE BETWEEN THE USER & CREATOR



+971 56 863 8834



sales@essayuae.com



www.essayproperties.co.in



8th Floor, Latifa Towers,  
Sheikh Zayed Road, Dubai.

I am delighted to extend this offer of employment on behalf of the Company and invite you to review and sign in acceptance of the terms and conditions set forth above.



Syed Akbar  
Company Owner  
Essay Global Properties

The undersigned, I confirm my understanding, Agreement, and acceptance of all the terms and conditions outlined in this Agreement.

**Zaid Raza**

Signature:

Date

**ESSAY GLOBAL PROPERTIES**  
A BRIDGE BETWEEN THE USER & CREATOR



+971 56 863 8834



sales@essayuae.com



www.essayproperties.co.in



8th Floor, Latifa Towers,  
Sheikh Zayed Road, Dubai.

**PRIVATE AND CONFIDENTIAL**

Date: January 23, 2024

**Mr. Mohammed Tayyab Ali**

#23, 1st Cross,  
2nd Main,  
Vijaya Layout, Arekere, Bangalore-560076

**FIXED TERM TEMPORARY EMPLOYMENT AGREEMENT**

Dear **Mohammed**,

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **Outsourcepartners International Private Limited** ("the Company") to the position of **Executive - Operations at Band A1**, on the terms and conditions set out herein after:

**1 FIXED TERM TEMPORARY EMPLOYMENT**

1.1 (a) You are being engaged with effect from **2/1/2024** specifically against Legal contract work /project which is likely to be completed in **4 Months**. Your fixed term temporary employment **2/1/2024** , unless terminated in accordance with clause 9, is co-terminus with the aforesaid work/project and, as such, the same shall lapse and come to an automatic end on the completion of the aforesaid work / project whether before expiry of **4 Months** or after. This fixed term temporary employment agreement and your fixed term temporary engagement / employment shall automatically end as aforesaid without any notice or compensation to you from the Company and therefore, no compensation, notice salary or retrenchment compensation shall be payable to you by the Company. It is clearly understood and agreed by you that this fixed term temporary appointment shall not vest any right in you to claim permanent /regular employment with the Company at any point of time and you will neither have any right nor a lien on the job held by you.

(b) Notwithstanding anything contrary contained here-in, please note that during the first **4 Months** of your fixed term temporary appointment you would be on trial. If the Management during the aforesaid trial period finds your performance to be unsatisfactory, your fixed term temporary appointment would be liable to be terminated by giving in writing fourteen days' notice or paying salary / wages in lieu of such notice or salary / wages for such period by which the notice period falls short of.

(c) During your fixed term temporary appointment, you shall be a full time employee of the Company. You shall, therefore, devote the whole of your time and energy exclusively to the business and affairs of the Company. You shall not engage yourself, directly or indirectly, in any other employment or in any business or serve whether as principal, agent, partner, director or employee or in any other capacity whatsoever, either full time or part time, in any business whatsoever other than that of the Management / Company. Any engagement by you as aforesaid shall be construed as dual employment and you shall be liable to face strict disciplinary action

**Outsourcepartners International Private Limited**

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CIN: U74110KA2003PTC031647

for the same, which may go up to termination of your fixed term temporary employment without any compensation to you. Further, Company reserves the right to seek injunctive relief against you and to claim the damages suffered.

(d) Notwithstanding the afore-said or anything to the contrary contained in this employment agreement or in the Letter of Intent (“LOI”) and/ or notwithstanding your acceptance of the LOI or the employment offer, the Company, for any business or operational reasons whatsoever including without limitation any reason which is beyond the Company’s control, or due to any unforeseen or unavoidable business circumstances, reserves the right to defer your date of joining to a later date to suit the business requirements. The Company will use reasonable endeavour to inform you at the earliest. *(Applicable for Band A only)*

1.2 Your fixed term temporary employment with the Company is subject to:

- (i) The accuracy of the testimonials and information provided by you. The Company will get verified the personal and employment details provided by you, either internally or through any external agency engaged by the Company, and by signing this fixed term temporary employment agreement, you hereby authorize the Company for the same and to share any of your information, details, references, documents or reports with any agency, person, authority, advisors, consultants, etc. and whosoever;
- (ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;
- (iii) On our receiving two satisfactory references; and
- (iv) Your disclosing on your own behalf and, if married, on your spouse’s behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.
- (v) You represent that you have no interest or obligation that is inconsistent or in conflict with the terms contained herein. You agree to notify the Company immediately if any such interest or obligation arises. You also represent that you will not bring with you or disclose to the Company, or use in the performance of your responsibilities at the Company, any confidential information not generally available to the public of a former employer or any other party, unless you have obtained prior authorized written authorization for its possession and use.
- (vi) You also agree that, during your fixed term temporary employment with the Company, you shall abide by any confidentiality obligations you may owe to any former employer or other party. You also agree and represent that you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any or former employers or other parties.
- (vii) If any information furnished by you to the Company is found to be false or inaccurate, or if you are found to have willfully suppressed any material information, the Company shall be entitled to terminate your fixed term temporary employment without notice or compensation to you. If you breach, fail to full-fill or comply with any of the above-said conditions, this offer shall stand revoked automatically without any further notice or reference to you (whether you have accepted it or not) and, if you have already commenced fixed term temporary employment with the Company, such employment will automatically terminate without giving you any claim for



compensation or damages, but without prejudice to the Company's rights and/or remedies against you.

## **2 PLACE OF POSTING**

- 2.1 Your initial place of posting shall be at **Bengaluru, Karnataka**. However, your services are transferable to any other another place either in existence now or which would come into existence henceforth. You may be transferred within India or outside India to serve the Company or any of Company affiliates. You may be transferred to any of Company's or its affiliates existing offices or locations anywhere or to any of the future offices or locations which may come into existence or may get acquired henceforth / any-time in future. **Due to business requirements or other exigencies, you may be required to work from home at the Company's sole discretion; the Company hereby reserves the absolute right to call you back to work at any of its offices, as and when required.** It is a condition to your employment that you comply with any such **requirements / instructions** of the Company **without any protest or demur**. The transfer will not deem to constitute a change in your conditions of service. The Company will not be responsible for any of your acts leading to any action against you as per the law of the country or state you have been deputed, transferred to or working from.
- 2.2 Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be assigned, seconded, posted, deputed or transferred to any other company associated to the Company or to Affiliates whether in India or abroad/outside India.
- 2.3 Your place of work shall change in case of any relocation of the Company's offices, for which you shall not be entitled to any additional compensation.

## **3 PERFORMANCE OF DUTIES**

- 3.1 You shall be assigned with all the duties and responsibilities of the **Executive - Operations at Band A1** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.
- 3.2 You shall, at all times, be required to carry out the duties and responsibilities assigned to you by the Company, faithfully and diligently and in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company. You shall not, during the term of your fixed term temporary employment, except with the prior specific written permission of the Company, engage directly or indirectly, whether part-time or full time, in any other employment, business, profession, occupation or activity, or serve whether as a principal, agent, partner, employee, director or in any other capacity whatsoever in any business or employment other than that of the Company, whether or not which will be detrimental, whether directly or indirectly, to the Company's interests. It is clarified that such written permission as mentioned herein does not create any right in your favour or obligation on the Company. It shall be on the sole and exclusive discretion of the Company to grant or not to grant such permission.
- 3.3. You shall use the office of the Company only for rendering such services for which you have been appointed temporarily.
- 3.4 You are expected to attend office, except when traveling on business, during the working hours/shifts as may be decided by the Company. The Company practices a 48-hour workweek for all staff and management employees. Actual work timings and shifts may vary from time to time based on business and customer service requirements. You agree to work in any shift (including in night shift) as may be assigned by the Company from time to time.

## **4 COMPENSATION**

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CIN: U74110KA2003PTC031647

- 4.1 As compensation for services to be rendered, you shall be paid a **Basic Salary of Rs. 15000** per month for the fixed temporary term. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Other allowances and benefits payable shall be as detailed in Appendix 1 hereto. Your fixed cost to Company (FCTC) for the entire duration of your fixed term temporary employment shall be **Indian Rupees 300000**. Please refer attached Appendix 1 for monthly break-up of the aforesaid total FCTC.
- 4.2 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.
- 4.3 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.
- 4.4 By accepting this offer you authorize the Company to deduct from your remuneration including on termination of employment (including from salary, salary in lieu of notice, holiday pay, etc.) all debts owed by you to the Company or Affiliates or any losses caused by you or damages suffered by the Company or Affiliates or any recoveries including of any advances or of loans or fine imposed by the Company.
- 4.5 Please be specifically clarified and advised that notwithstanding your fixed term temporary employment, your monthly salary slip shall, by default, show and print annual / pro-rated annual salary package i.e. from the date of your joining till 31-March of the next year along-with, inter alia, your monthly salary. Notwithstanding anything contained in your default monthly salary slip, your FCTC shall be above said Indian Rupees **300000.00** and you, therefore, shall not be entitled to claim any amount over & above or more than aforesaid FCTC.

## 5.. CONFIDENTIALITY

- 5.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, employee relations, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company or to Company employees, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality and Non Compete Agreement' in the form annexed to this letter.
- 5.2 You undertake not to make copies or duplicates of any Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.
- 5.3 You shall keep strictly confidential, details of your salary and employment benefits within and outside the Company.
- 5.4 You agree and confirm that the terms and conditions of this Clause 5 shall survive the termination or discontinuation of your services with the Company.

## 6. INTELLECTUAL PROPERTY RIGHTS

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You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all time belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such Inventions, information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or applicable Indian laws (or any other applicable law). If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

#### **7. DISCIPLINARY ACTION PROCEDURE**

Any breach of the Company's Code of Conduct, policies, etc., or any act of omission or commission constituting misconduct, or failure to attain or maintain a satisfactory work standard, by any employee will be regarded as a disciplinary or capability matter. The procedure for such misconducts, matters or offences including major misconduct shall be as set out under the Code of Conduct and/or Progressive Disciplinary Policy. If you are accused of misconduct, you shall be liable to be suspended from service pending or in contemplation of enquiry. During suspension, you shall be entitled only to a subsistence allowance at the rate described in the attached Appendix - 2, forming an integral part & parcel of this employment agreement. The rate of subsistence allowance, as described in Appendix - 2, is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply. If you are found guilty of any charge of misconduct, you shall be deemed to be absent during the suspension period and not be entitled to any compensation, remuneration or other amount except the subsistence allowance paid / payable. In the enquiry, you may bring only a co-employee (who is not accused of similar charges) to represent or assist you. In no case would you be entitled to bring any outsider who is not employed with the Company, to represent or assist you at such enquiry.

## 8. CODE OF CONDUCT

You shall abide and be bound by the Company's Code of Conduct, and the Code of Conduct will form a part of this employment agreement. The Code of Conduct may be changed at any time at the discretion of the Company and the changed Code of Conduct shall thereupon bind you. You will also carry out and abide by any instruction, policy issued by the Company from time to time.

## 9. AUTOMATIC TERMINATION OF FIXED TERM TEMPORARY EMPLOYMENT

- 9.1 Your fixed term temporary employment, unless terminated in accordance with this clause 9, is co-terminus with the abovesaid work / project and, as such, the same shall lapse and come to an automatic end on the completion of the aforesaid work / project whether before expiry of **4 Months** or after. During the period of this fixed term temporary employment agreement, either the Company or you may at any time terminate this fixed term temporary employment agreement without cause by giving in writing to the other party, **30 (Thirty) day's** notice or paying to the other party salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential, important or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over / knowledge transfer is not given by you to the satisfaction of the Management; or if your not serving full notice period may have adverse impact on the business, client commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements.
- 9.2 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.
- 9.3 Upon termination of your fixed term temporary employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or Affiliates. The Company reserves the right not to relieve you of your fixed term temporary employment in the event that all the Company's documents / property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
- 9.4 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in paragraph 3.1 above, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your fixed term temporary employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period. You will not be entitled to engage in any other employment, work or business during the notice period.

9.5 In addition to all the rights of the Company provided for in this employment agreement and under law, the Company may terminate your fixed term temporary employment forthwith in any of the following circumstances:

- (i) Breach by you of any of the terms of this employment agreement;
- (ii) Breach of any clauses of the Company's Code of Conduct as referenced in clause 8 hereinabove;
- (iii) Unauthorized absence beyond a period of 7 (five) consecutive days;
- (iv) Inability to perform your duties beyond a period of (15) days, whether on medical grounds or on any other grounds;
- (v) Physical or mental incapacitation to perform your duties;
- (vi) Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- (vii) Commission of any act detrimental to the interests of the Company;
- (viii) Commission of any act of moral turpitude;
- (ix) Major misconduct;
- (x) Commission of an act of insolvency;
- (xi) Conviction in any court of law for the commission of any crime; or
- (xii) Your performance is continuously measured as below expectation for a period of two months, despite due training.
- (xiii) Either refusing to appear for a drug test as per company policy or failing to clear the drug test.
- (xiv) Breach of Information Security Guidelines

Every EXL employee must be aware of their individual responsibility to maintain compliance with Information Security, Cyber Security and Data Privacy policies and undergo periodic trainings and awareness in this area. All employees must refer to Information Security & Data Privacy Policy to understand the Company's requirements with respect to the collection, storage, use, transmission and disposal of information in electronic, voice or tangible written forms. The policy also details out guidelines for laptop users, access control, Email access, password management, Blackberry and PDA usage and maintaining clean desk. All the employees of EXL are required to fully comply with the aforesaid policy.

It is mandatory for all employees of EXL across levels to complete the Information Security Training within prescribed timelines (for details refer to ISG policy guidelines)

Notwithstanding anything contained in clause 9.1, the Company reserves the right to terminate your fixed term temporary employment without giving any notice period or pay in lieu thereof if you are in breach of any of the sub-clauses of clause 9.5 hereinabove.

## 10. OTHERS

10.1 You will be bound by the Code of Conduct of the Company and all other rules, regulations, instructions, policies and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Code of Conduct, rules, regulations, instruction, policies etc. were part of this fixed term temporary employment agreement.

10.2 You shall inform the Company as soon as possible about any change in your residential address. In case of any delay or default on your part, any notice, communication, etc. send at your last known address as per Company records shall be deemed to be valid and effective

communication and same shall be binding upon you and you shall be debarred from challenging or disputing the same.

- 10.3 The provisions of this fixed term temporary employment agreement shall be construed and governed in accordance with the laws of India.

Kindly sign and return the duplicate copy of this employment agreement, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of the letter.

Please note that by signing this fixed term temporary employment agreement, you have agreed to accept the fixed term temporary employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this offer letter will be treated as a fixed term temporary employment agreement and the terms and conditions of this fixed term temporary employment agreement shall govern your fixed term temporary employment with the Company.

This offer shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this employment offer and fixed term temporary employment agreement.

It is a pleasure to welcome you as a member of **Outsourcepartners International Private Limited**

We are confident that your fixed term temporary employment with the Company will prove mutually beneficial & rewarding, and we look forward to having you join us.

**Yours truly,**  
**For Outsourcepartners International Private Limited**



**Ms. Parul Kataria**  
**Vice President 2 - Human Resources**

I accept the offer on, and agree & consent to and accept, the terms and conditions as described in this letter.

Agreed and accepted, and consented to, by me.

---

Mr. Mohammed Tayyab Ali

Dated: 2/1/2024

Permanent Address:  
#23, 1st Cross,  
2nd Main,  
Vijaya Layout, Arekere, Bangalore- 560076

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CIN: U74110KA2003PTC031647

### **COMPENSATION & BENEFITS**

- You may be covered under the Employees' State Insurance Act, 1948 (ESI Act), *if applicable*. The requisite amount as per provisions of, and as prescribed in, the ESI Act towards employee's contribution would be deducted from your compensation. You shall be entitled to ESI benefits in accordance with the applicable statutory requirements.
- You shall be provided with retiral benefits of Provident Fund in accordance with the applicable statutory requirements.
- You shall be entitled to other allowances and benefits, as applicable as per Company's Policies.

### **Notes:**

- The cost to the Company for the above mentioned benefits will be limited to the amount mentioned hereinabove. If any of the above-mentioned benefits becomes chargeable to tax because of any reason whatsoever, it is hereby clarified that it would be your responsibility to pay the taxes, if any. The Company will, in no case, be responsible for the same.
- Benefits provided to you under any applicable schemes will be governed by the Company's rules and regulations framed in this regard. It is the absolute discretion of the management to decide whether any such particular benefit will be provided to you or not.

### **Allowances (as applicable)**

You may get paid following allowances as per the following specifications and annualized limits.

**\*Telephone Allowance**, which includes telephone(s) installed at your residence, up to a maximum limit as applicable per annum. This will be paid on the submission of telephone bills and evidence of your payment of the same.

**\*Vehicle Running and Maintenance Allowance**: Expenses as provided in applicable policy or as per limits prescribed under the Income Tax Act, 1961 read with Income tax Rules, 1962 as amended up-to-date towards petrol / diesel / CNG and maintenance of vehicle shall be paid up to a maximum limit as applicable per annum. This will be paid on submission of bills.

**\*\*Personal Driver Allowance**: Amount up-to-maximum limit as applicable per annum.

\*Applicable for Band B and above

\*\*Applicable for Band C and above

## CONFIDENTIALITY AND NON COMPETITION AGREEMENT

As a condition of my provision of services to or on behalf of **Outsourcepartners International Private Limited** or any of its Affiliates (hereinafter referred to "the Company"), I make the following statements with the understanding and intent that they be relied on by the Company in entering into an agreement and by the Company in extending its offer of fixed term temporary employment. I acknowledge and understand that in providing services to and on behalf of the Company, I will have access to Confidential and Proprietary Information (as defined hereunder).

I understand that the term "Confidential and Proprietary Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to my knowledge or possession during the tenure of my fixed term temporary employment with the Company.

I agree that during the period in which I provide service to the Company:

- a. I will use my best efforts and exercise the utmost diligence in keeping confidential, all Confidential and Proprietary Information, including but not limited to innovations, processes, methodologies, software, applications or products, business and strategic plans and initiatives, financial information and similar information made available by a client or the Company concerning any client of the Company or by the Company itself which I may learn, acquire or get possession of, during the course of or by virtue of my provision of services to the Company. I will use such materials and information relating to Confidential and Proprietary Information solely for the benefit of the Company and its clients and will not use such information for any other entities or persons. At the conclusion of my relationship with the Company I will return any material relating to Confidential and Proprietary Information and any copies thereof.
- b. I agree not to keep at any time on my person or in my possession, except in the necessary performance of my duties, any material relating to Confidential and Proprietary Information acquired by me, whether produced by me or by employees or agents of the Company or any client. I agree to safeguard all such Confidential and Proprietary Information materials while they are in my possession, and to surrender them and all copies, which have been made of them to the Company upon termination of my relationship with the Company.
- c. I will at all times exercise discretion in discussing with others the affairs of clients, avoiding unnecessary identification of names, places, and other specifics, and I will take reasonable precautions to make sure that such discussions cannot be overheard, and electronic communications cannot be intercepted either by client's employees or outside persons.



- d. I will not make any private use of Confidential and Proprietary Information that may come to my attention because of my employment with the Company, nor will I pass such Confidential and Proprietary Information on to anyone else. I understand the term "use" includes, but is not limited to, anyone's purchase or sale of securities influenced by such Confidential and Proprietary Information, access to which is directly or indirectly due to my relationship with the Company.
- e. I agree to disclose and assign promptly, completely and in writing to the Company any inventions, whether or not patentable, and including but not limited to, any innovations on processes, methodologies, software applications or products which I discover, conceive and/or develop, either individually or jointly with others, during the term of my relationship with the Company ("Inventions"). I understand that all inventions which I do hereby assign are and shall become the exclusive property of the Company, whether or not patent applications are filed thereon, and I agree to treat such inventions as Company proprietary and confidential information and to use such solely for the benefit of the Company. I hereby assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the information, materials, products and deliverables developed during the performance of services to the Company. All work I perform and all information, materials, products and deliverables developed by me in acting as an employee of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or any other applicable of competent jurisdiction. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the information, materials, products or deliverables that I developed during the performance of services as an employee of the Company. I agree to provide all necessary assistance required to perfect such assignment of rights defined in this provision.
- f. I will not for a period of two year after the termination of this agreement, whether voluntarily or involuntarily (a) directly or indirectly solicit to provide or provide, without the prior written consent of the Company, any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and / or for whom I provided any service as an employee of the Company or (b) directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any company or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company's relationship with its employees. The non-compete provisions of this paragraph will not apply to a client of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company and which written list of clients I have disclosed to the Company prior to my joining.
- g. If I am directed by any governmental agency or judicial forum or asked to testify concerning any matter learned in the course of services provided to or on behalf of the Company, I will immediately notify the Company before making any disclosures.
- h. I further agree that in the event of termination of this agreement, or my employment with the Company, whether of my own volition or otherwise, for a period of two (2) year thereafter, I shall not directly or indirectly, provide any services to or take up employment with any of the existing customers or customers' clients of the Company.

- i. That in the event I am found to be in breach of this agreement, or my employment agreement with the Company, I shall be liable to pay to the Company a sum equivalent to the remuneration / compensation received by me, from the Company, in the last three months immediately preceding the termination. This will in no way effect the other rights which the Company may have against me, especially the right to obtain injunctive relief and damages against me. Without prejudice to aforesaid, I shall also be liable to indemnify the Company for all the losses, costs, expenses, damages, liabilities, demands and/or claims suffered, sustained, incurred or paid by the Company or threatened against the Company.

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**Mr. Mohammed Tayyab Ali**

## Appendix 1

Name : Mr. Mohammed Tayyab Ali  
 DOJ : February 1, 2024  
 Designation: Executive - Operations  
 Band : A1

<b>Mali</b>	<b>Monthly Compensation (INR)</b>	<b>Annual Compensation (INR)</b>
Basic	15,000	180,000
Basket of Allowances	8,200	98,400
Provident Fund	1,800	21,600
<b>Total Fixed Compensation (A)</b>	<b>25,000</b>	<b>300,000</b>
You are required to give the BOA options in the Prescribed format		
*In case the Basic + DA is more than Rs. 15000, PF is optional and you have to give your option for the same. Coverage is mandatory for those who are already covered under PF Scheme.		
Other benefits provided by Company (Non-Monetary) : 1. Transport : INR 30000 (Band A to C) and 120000 (Band D & Above), 2. Accident Insurance and Mediclaim Premium : INR 7200		
Performance bonus will be as per the EXL bonus policy, and would be paid based on company's / individual's performance		

## **Appendix - 2**

The below rate of subsistence allowance is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply.

**Rate of subsistence allowance:** Reference para 7 of the employment agreement –

If you are suspended, and enquiry is initiated, in

### **A. Noida [Gautam Budh Nagar] (State of Uttar Pradesh) or Gurugram [Formerly: Gurgaon] (State of Haryana) locations:**

Subsistence allowance shall be at the rate of 50% (fifty per cent) of your average monthly salary over a period of three months immediately preceding your suspension. **Provided that**, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

### **A. Pune or Mumbai (State of Maharashtra) location:**

- I. For the first ninety days of the suspension period, subsistence allowance to be paid per month shall be equal to one half of basic salary and other compensatory allowances to which you would have been entitled if you were on leave with wages.
- II. If the enquiry gets prolonged and you continue to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period of ninety days shall be equal to three-fourths of basic salary and other compensatory allowances.

iii. If the enquiry is not completed within a period of one hundred and eighty days, you shall be paid basic salary and other compensatory allowances in full as subsistence allowance to be paid per month until such time as the enquiry is finally concluded:

**Provided that**, where the findings of the enquiry officer show that such enquiry is prolonged beyond a period of ninety days, or as the case may be, beyond one hundred and eighty days, for reasons directly attributable to you, the subsistence allowance to be paid per month shall for the period exceeding ninety days or, as the case may be, for one hundred and eighty days, be reduced to one-half of basic salary and other compensatory allowances:

**Provided further that**, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

### **C. Bengaluru (State of Karnataka) location:**

- i. Subsistence allowance shall be an amount equal to fifty per cent of the salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension
- ii. If the period of suspension exceeds ninety days, but does not exceed one hundred and eighty days, you shall be entitled to receive, after the said period of ninety days, a subsistence allowance equal to seventy five per cent of your salary which you were drawing immediately before your suspension.
- iii. If the period of suspension exceeds one hundred and eighty days, you shall be entitled to receive, after the said period of one hundred and eighty days, a subsistence allowance equal to ninety per cent of your salary which you were drawing immediately before your suspension.

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, shall, for the period exceeding ninety days shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

**C. Kochi (State of Kerala) location:**

- i. Subsistence allowance shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension
- i. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

**D. Jaipur (State of Rajasthan) location:**

- I. Subsistence allowance, for the first ninety days of suspension, shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension;
- II. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

**E. Hyderabad (State of Telangana) location:**

- i. Subsistence allowance, for the first six months of suspension, shall be an amount equal to fifty per cent of your wages/salary which you were drawing immediately before such suspension;
- ii. If the period of suspension exceeds six months but not one year, the amount of subsistence allowance shall be increased after the expiry of six months to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:
- iii. If the period of suspension exceeds one year, the amount of subsistence allowance shall be increased after the expiry of one year to one hundred percent of your wages/salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of six months for reasons directly attributable to you, the subsistence allowance, for the period exceeding six months, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence Allowance if you accept any other employment, during the period of your suspension.

F. **Chennai (State of Tamil Nadu) location:**

Subsistence allowance shall be an amount equal to fifty per cent of the wages/salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension;

If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension.

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

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**Mr. Mohammed Tayyab Ali**

**PRIVATE AND CONFIDENTIAL**

Date: January 23, 2024

**Mr. Abdur Rehman**  
No 61/3  
Ranoji Rao Road Near Crescent School  
Basavanagudi-560004

**FIXED TERM TEMPORARY EMPLOYMENT AGREEMENT**

Dear **Abdur**,

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **Outsourcepartners International Private Limited** ("the Company") to the position of **Executive - Operations at Band A1**, on the terms and conditions set out herein after:

**1 FIXED TERM TEMPORARY EMPLOYMENT**

1.1 (a) You are being engaged with effect from **2/1/2024** specifically against Legal contract work /project which is likely to be completed in **4 Months**. Your fixed term temporary employment **2/1/2024** , unless terminated in accordance with clause 9, is co-terminus with the aforesaid work/project and, as such, the same shall lapse and come to an automatic end on the completion of the aforesaid work / project whether before expiry of **4 Months** or after. This fixed term temporary employment agreement and your fixed term temporary engagement / employment shall automatically end as aforesaid without any notice or compensation to you from the Company and therefore, no compensation, notice salary or retrenchment compensation shall be payable to you by the Company. It is clearly understood and agreed by you that this fixed term temporary appointment shall not vest any right in you to claim permanent /regular employment with the Company at any point of time and you will neither have any right nor a lien on the job held by you.

(b) Notwithstanding anything contrary contained here-in, please note that during the first **4 Months** of your fixed term temporary appointment you would be on trial. If the Management during the aforesaid trial period finds your performance to be unsatisfactory, your fixed term temporary appointment would be liable to be terminated by giving in writing fourteen days' notice or paying salary / wages in lieu of such notice or salary / wages for such period by which the notice period falls short of.

(c) During your fixed term temporary appointment, you shall be a full time employee of the Company. You shall, therefore, devote the whole of your time and energy exclusively to the business and affairs of the Company. You shall not engage yourself, directly or indirectly, in any other employment or in any business or serve whether as principal, agent, partner, director or employee or in any other capacity whatsoever, either full time or part time, in any business whatsoever other than that of the Management / Company. Any engagement by you as aforesaid shall be construed as dual employment and you shall be liable to face strict disciplinary action

**Outsourcepartners International Private Limited**

Registered Office: Tower 2D, Phase I, Vikas Telecom Private Limited-SEZ, Vrindavan Tech Village, Devarabeesanahalli, Outer Ring Road, Bengaluru 560 103, Karnataka, India T: +91.80.4344.777 EXLservice.com  
CIN: U74110KA2003PTC031647

for the same, which may go up to termination of your fixed term temporary employment without any compensation to you. Further, Company reserves the right to seek injunctive relief against you and to claim the damages suffered.

(d) Notwithstanding the afore-said or anything to the contrary contained in this employment agreement or in the Letter of Intent (“LOI”) and/ or notwithstanding your acceptance of the LOI or the employment offer, the Company, for any business or operational reasons whatsoever including without limitation any reason which is beyond the Company’s control, or due to any unforeseen or unavoidable business circumstances, reserves the right to defer your date of joining to a later date to suit the business requirements. The Company will use reasonable endeavour to inform you at the earliest. *(Applicable for Band A only)*

1.2 Your fixed term temporary employment with the Company is subject to:

- (i) The accuracy of the testimonials and information provided by you. The Company will get verified the personal and employment details provided by you, either internally or through any external agency engaged by the Company, and by signing this fixed term temporary employment agreement, you hereby authorize the Company for the same and to share any of your information, details, references, documents or reports with any agency, person, authority, advisors, consultants, etc. and whosoever;
- (ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;
- (iii) On our receiving two satisfactory references; and
- (iv) Your disclosing on your own behalf and, if married, on your spouse’s behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.
- (v) You represent that you have no interest or obligation that is inconsistent or in conflict with the terms contained herein. You agree to notify the Company immediately if any such interest or obligation arises. You also represent that you will not bring with you or disclose to the Company, or use in the performance of your responsibilities at the Company, any confidential information not generally available to the public of a former employer or any other party, unless you have obtained prior authorized written authorization for its possession and use.
- (vi) You also agree that, during your fixed term temporary employment with the Company, you shall abide by any confidentiality obligations you may owe to any former employer or other party. You also agree and represent that you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any or former employers or other parties.
- (vii) If any information furnished by you to the Company is found to be false or inaccurate, or if you are found to have willfully suppressed any material information, the Company shall be entitled to terminate your fixed term temporary employment without notice or compensation to you. If you breach, fail to full-fill or comply with any of the above-said conditions, this offer shall stand revoked automatically without any further notice or reference to you (whether you have accepted it or not) and, if you have already commenced fixed term temporary employment with the Company, such employment will automatically terminate without giving you any claim for



compensation or damages, but without prejudice to the Company's rights and/or remedies against you.

## **2 PLACE OF POSTING**

- 2.1 Your initial place of posting shall be at **Bengaluru, Karnataka**. However, your services are transferable to any other another place either in existence now or which would come into existence henceforth. You may be transferred within India or outside India to serve the Company or any of Company affiliates. You may be transferred to any of Company's or its affiliates existing offices or locations anywhere or to any of the future offices or locations which may come into existence or may get acquired henceforth / any-time in future. **Due to business requirements or other exigencies, you may be required to work from home at the Company's sole discretion; the Company hereby reserves the absolute right to call you back to work at any of its offices, as and when required.** It is a condition to your employment that you comply with any such **requirements / instructions** of the Company **without any protest or demur**. The transfer will not deem to constitute a change in your conditions of service. The Company will not be responsible for any of your acts leading to any action against you as per the law of the country or state you have been deputed, transferred to or working from.
- 2.2 Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be assigned, seconded, posted, deputed or transferred to any other company associated to the Company or to Affiliates whether in India or abroad/outside India.
- 2.3 Your place of work shall change in case of any relocation of the Company's offices, for which you shall not be entitled to any additional compensation.

## **3 PERFORMANCE OF DUTIES**

- 3.1 You shall be assigned with all the duties and responsibilities of the **Executive - Operations at Band A1** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.
- 3.2 You shall, at all times, be required to carry out the duties and responsibilities assigned to you by the Company, faithfully and diligently and in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company. You shall not, during the term of your fixed term temporary employment, except with the prior specific written permission of the Company, engage directly or indirectly, whether part-time or full time, in any other employment, business, profession, occupation or activity, or serve whether as a principal, agent, partner, employee, director or in any other capacity whatsoever in any business or employment other than that of the Company, whether or not which will be detrimental, whether directly or indirectly, to the Company's interests. It is clarified that such written permission as mentioned herein does not create any right in your favour or obligation on the Company. It shall be on the sole and exclusive discretion of the Company to grant or not to grant such permission.
- 3.3. You shall use the office of the Company only for rendering such services for which you have been appointed temporarily.
- 3.4 You are expected to attend office, except when traveling on business, during the working hours/shifts as may be decided by the Company. The Company practices a 48-hour workweek for all staff and management employees. Actual work timings and shifts may vary from time to time based on business and customer service requirements. You agree to work in any shift (including in night shift) as may be assigned by the Company from time to time.

## **4 COMPENSATION**

Outsourcepartners International Private Limited

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CIN: U74110KA2003PTC031647

- 4.1 As compensation for services to be rendered, you shall be paid a **Basic Salary of Rs. 15000** per month for the fixed temporary term. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Other allowances and benefits payable shall be as detailed in Appendix 1 hereto. Your fixed cost to Company (FCTC) for the entire duration of your fixed term temporary employment shall be **Indian Rupees 300000**. Please refer attached Appendix 1 for monthly break-up of the aforesaid total FCTC.
- 4.2 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.
- 4.3 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.
- 4.4 By accepting this offer you authorize the Company to deduct from your remuneration including on termination of employment (including from salary, salary in lieu of notice, holiday pay, etc.) all debts owed by you to the Company or Affiliates or any losses caused by you or damages suffered by the Company or Affiliates or any recoveries including of any advances or of loans or fine imposed by the Company.
- 4.5 Please be specifically clarified and advised that notwithstanding your fixed term temporary employment, your monthly salary slip shall, by default, show and print annual / pro-rated annual salary package i.e. from the date of your joining till 31-March of the next year along-with, inter alia, your monthly salary. Notwithstanding anything contained in your default monthly salary slip, your FCTC shall be above said Indian Rupees **300000.00** and you, therefore, shall not be entitled to claim any amount over & above or more than aforesaid FCTC.

## 5.. CONFIDENTIALITY

- 5.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, employee relations, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company or to Company employees, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality and Non Compete Agreement' in the form annexed to this letter.
- 5.2 You undertake not to make copies or duplicates of any Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.
- 5.3 You shall keep strictly confidential, details of your salary and employment benefits within and outside the Company.
- 5.4 You agree and confirm that the terms and conditions of this Clause 5 shall survive the termination or discontinuation of your services with the Company.

## 6. INTELLECTUAL PROPERTY RIGHTS

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CIN: U74110KA2003PTC031647

You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all time belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such Inventions, information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or applicable Indian laws (or any other applicable law). If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

#### **7. DISCIPLINARY ACTION PROCEDURE**

Any breach of the Company's Code of Conduct, policies, etc., or any act of omission or commission constituting misconduct, or failure to attain or maintain a satisfactory work standard, by any employee will be regarded as a disciplinary or capability matter. The procedure for such misconducts, matters or offences including major misconduct shall be as set out under the Code of Conduct and/or Progressive Disciplinary Policy. If you are accused of misconduct, you shall be liable to be suspended from service pending or in contemplation of enquiry. During suspension, you shall be entitled only to a subsistence allowance at the rate described in the attached Appendix - 2, forming an integral part & parcel of this employment agreement. The rate of subsistence allowance, as described in Appendix - 2, is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply. If you are found guilty of any charge of misconduct, you shall be deemed to be absent during the suspension period and not be entitled to any compensation, remuneration or other amount except the subsistence allowance paid / payable. In the enquiry, you may bring only a co-employee (who is not accused of similar charges) to represent or assist you. In no case would you be entitled to bring any outsider who is not employed with the Company, to represent or assist you at such enquiry.

## 8. CODE OF CONDUCT

You shall abide and be bound by the Company's Code of Conduct, and the Code of Conduct will form a part of this employment agreement. The Code of Conduct may be changed at any time at the discretion of the Company and the changed Code of Conduct shall thereupon bind you. You will also carry out and abide by any instruction, policy issued by the Company from time to time.

## 9. AUTOMATIC TERMINATION OF FIXED TERM TEMPORARY EMPLOYMENT

- 9.1 Your fixed term temporary employment, unless terminated in accordance with this clause 9, is co-terminus with the abovesaid work / project and, as such, the same shall lapse and come to an automatic end on the completion of the aforesaid work / project whether before expiry of **4 Months** or after. During the period of this fixed term temporary employment agreement, either the Company or you may at any time terminate this fixed term temporary employment agreement without cause by giving in writing to the other party, **30 (Thirty) day's** notice or paying to the other party salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential, important or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over / knowledge transfer is not given by you to the satisfaction of the Management; or if your not serving full notice period may have adverse impact on the business, client commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements.
- 9.2 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.
- 9.3 Upon termination of your fixed term temporary employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or Affiliates. The Company reserves the right not to relieve you of your fixed term temporary employment in the event that all the Company's documents / property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
- 9.4 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in paragraph 3.1 above, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your fixed term temporary employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period. You will not be entitled to engage in any other employment, work or business during the notice period.

9.5 In addition to all the rights of the Company provided for in this employment agreement and under law, the Company may terminate your fixed term temporary employment forthwith in any of the following circumstances:

- (i) Breach by you of any of the terms of this employment agreement;
- (ii) Breach of any clauses of the Company's Code of Conduct as referenced in clause 8 hereinabove;
- (iii) Unauthorized absence beyond a period of 7 (five) consecutive days;
- (iv) Inability to perform your duties beyond a period of (15) days, whether on medical grounds or on any other grounds;
- (v) Physical or mental incapacitation to perform your duties;
- (vi) Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- (vii) Commission of any act detrimental to the interests of the Company;
- (viii) Commission of any act of moral turpitude;
- (ix) Major misconduct;
- (x) Commission of an act of insolvency;
- (xi) Conviction in any court of law for the commission of any crime; or
- (xii) Your performance is continuously measured as below expectation for a period of two months, despite due training.
- (xiii) Either refusing to appear for a drug test as per company policy or failing to clear the drug test.
- (xiv) Breach of Information Security Guidelines

Every EXL employee must be aware of their individual responsibility to maintain compliance with Information Security, Cyber Security and Data Privacy policies and undergo periodic trainings and awareness in this area. All employees must refer to Information Security & Data Privacy Policy to understand the Company's requirements with respect to the collection, storage, use, transmission and disposal of information in electronic, voice or tangible written forms. The policy also details out guidelines for laptop users, access control, Email access, password management, Blackberry and PDA usage and maintaining clean desk. All the employees of EXL are required to fully comply with the aforesaid policy.

It is mandatory for all employees of EXL across levels to complete the Information Security Training within prescribed timelines (for details refer to ISG policy guidelines)

Notwithstanding anything contained in clause 9.1, the Company reserves the right to terminate your fixed term temporary employment without giving any notice period or pay in lieu thereof if you are in breach of any of the sub-clauses of clause 9.5 hereinabove.

## **10. OTHERS**

10.1 You will be bound by the Code of Conduct of the Company and all other rules, regulations, instructions, policies and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Code of Conduct, rules, regulations, instruction, policies etc. were part of this fixed term temporary employment agreement.

10.2 You shall inform the Company as soon as possible about any change in your residential address. In case of any delay or default on your part, any notice, communication, etc. send at your last known address as per Company records shall be deemed to be valid and effective

communication and same shall be binding upon you and you shall be debarred from challenging or disputing the same.

- 10.3 The provisions of this fixed term temporary employment agreement shall be construed and governed in accordance with the laws of India.

Kindly sign and return the duplicate copy of this employment agreement, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of the letter.

Please note that by signing this fixed term temporary employment agreement, you have agreed to accept the fixed term temporary employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this offer letter will be treated as a fixed term temporary employment agreement and the terms and conditions of this fixed term temporary employment agreement shall govern your fixed term temporary employment with the Company.

This offer shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this employment offer and fixed term temporary employment agreement.

It is a pleasure to welcome you as a member of **Outsourcepartners International Private Limited**

We are confident that your fixed term temporary employment with the Company will prove mutually beneficial & rewarding, and we look forward to having you join us.

**Yours truly,**  
**For Outsourcepartners International Private Limited**



**Ms. Parul Kataria**  
**Vice President 2 - Human Resources**

I accept the offer on, and agree & consent to and accept, the terms and conditions as described in this letter.

Agreed and accepted, and consented to, by me.

---

Mr. Abdur Rehman

Dated: 2/1/2024

Permanent Address:  
No 61/3  
Ranoji Rao Road Near Crescent School  
Basavanagudi- 560004

**Outsourcepartners International Private Limited**

Registered Office: Tower 2D, Phase I, Vikas Telecom Private Limited-SEZ, Vrindavan Tech Village, Devarabeesanahalli, Outer Ring Road, Bengaluru 560 103, Karnataka, India T: +91.80.4344.777 EXLservice.com

CIN: U74110KA2003PTC031647

### **COMPENSATION & BENEFITS**

- You may be covered under the Employees' State Insurance Act, 1948 (ESI Act), *if applicable*. The requisite amount as per provisions of, and as prescribed in, the ESI Act towards employee's contribution would be deducted from your compensation. You shall be entitled to ESI benefits in accordance with the applicable statutory requirements.
- You shall be provided with retiral benefits of Provident Fund in accordance with the applicable statutory requirements.
- You shall be entitled to other allowances and benefits, as applicable as per Company's Policies.

### **Notes:**

- The cost to the Company for the above mentioned benefits will be limited to the amount mentioned hereinabove. If any of the above-mentioned benefits becomes chargeable to tax because of any reason whatsoever, it is hereby clarified that it would be your responsibility to pay the taxes, if any. The Company will, in no case, be responsible for the same.
- Benefits provided to you under any applicable schemes will be governed by the Company's rules and regulations framed in this regard. It is the absolute discretion of the management to decide whether any such particular benefit will be provided to you or not.

### **Allowances (as applicable)**

You may get paid following allowances as per the following specifications and annualized limits.

**\*Telephone Allowance**, which includes telephone(s) installed at your residence, up to a maximum limit as applicable per annum. This will be paid on the submission of telephone bills and evidence of your payment of the same.

**\*Vehicle Running and Maintenance Allowance**: Expenses as provided in applicable policy or as per limits prescribed under the Income Tax Act, 1961 read with Income tax Rules, 1962 as amended up-to-date towards petrol / diesel / CNG and maintenance of vehicle shall be paid up to a maximum limit as applicable per annum. This will be paid on submission of bills.

**\*\*Personal Driver Allowance**: Amount up-to-maximum limit as applicable per annum.

\*Applicable for Band B and above

\*\*Applicable for Band C and above

## CONFIDENTIALITY AND NON COMPETITION AGREEMENT

As a condition of my provision of services to or on behalf of **Outsourcepartners International Private Limited** or any of its Affiliates (hereinafter referred to "the Company"), I make the following statements with the understanding and intent that they be relied on by the Company in entering into an agreement and by the Company in extending its offer of fixed term temporary employment. I acknowledge and understand that in providing services to and on behalf of the Company, I will have access to Confidential and Proprietary Information (as defined hereunder).

I understand that the term "Confidential and Proprietary Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to my knowledge or possession during the tenure of my fixed term temporary employment with the Company.

I agree that during the period in which I provide service to the Company:

- a. I will use my best efforts and exercise the utmost diligence in keeping confidential, all Confidential and Proprietary Information, including but not limited to innovations, processes, methodologies, software, applications or products, business and strategic plans and initiatives, financial information and similar information made available by a client or the Company concerning any client of the Company or by the Company itself which I may learn, acquire or get possession of, during the course of or by virtue of my provision of services to the Company. I will use such materials and information relating to Confidential and Proprietary Information solely for the benefit of the Company and its clients and will not use such information for any other entities or persons. At the conclusion of my relationship with the Company I will return any material relating to Confidential and Proprietary Information and any copies thereof.
- b. I agree not to keep at any time on my person or in my possession, except in the necessary performance of my duties, any material relating to Confidential and Proprietary Information acquired by me, whether produced by me or by employees or agents of the Company or any client. I agree to safeguard all such Confidential and Proprietary Information materials while they are in my possession, and to surrender them and all copies, which have been made of them to the Company upon termination of my relationship with the Company.
- c. I will at all times exercise discretion in discussing with others the affairs of clients, avoiding unnecessary identification of names, places, and other specifics, and I will take reasonable precautions to make sure that such discussions cannot be overheard, and electronic communications cannot be intercepted either by client's employees or outside persons.



- d. I will not make any private use of Confidential and Proprietary Information that may come to my attention because of my employment with the Company, nor will I pass such Confidential and Proprietary Information on to anyone else. I understand the term "use" includes, but is not limited to, anyone's purchase or sale of securities influenced by such Confidential and Proprietary Information, access to which is directly or indirectly due to my relationship with the Company.
- e. I agree to disclose and assign promptly, completely and in writing to the Company any inventions, whether or not patentable, and including but not limited to, any innovations on processes, methodologies, software applications or products which I discover, conceive and/or develop, either individually or jointly with others, during the term of my relationship with the Company ("Inventions"). I understand that all inventions which I do hereby assign are and shall become the exclusive property of the Company, whether or not patent applications are filed thereon, and I agree to treat such inventions as Company proprietary and confidential information and to use such solely for the benefit of the Company. I hereby assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the information, materials, products and deliverables developed during the performance of services to the Company. All work I perform and all information, materials, products and deliverables developed by me in acting as an employee of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or any other applicable of competent jurisdiction. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the information, materials, products or deliverables that I developed during the performance of services as an employee of the Company. I agree to provide all necessary assistance required to perfect such assignment of rights defined in this provision.
- f. I will not for a period of two year after the termination of this agreement, whether voluntarily or involuntarily (a) directly or indirectly solicit to provide or provide, without the prior written consent of the Company, any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and / or for whom I provided any service as an employee of the Company or (b) directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any company or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company's relationship with its employees. The non-compete provisions of this paragraph will not apply to a client of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company and which written list of clients I have disclosed to the Company prior to my joining.
- g. If I am directed by any governmental agency or judicial forum or asked to testify concerning any matter learned in the course of services provided to or on behalf of the Company, I will immediately notify the Company before making any disclosures.
- h. I further agree that in the event of termination of this agreement, or my employment with the Company, whether of my own volition or otherwise, for a period of two (2) year thereafter, I shall not directly or indirectly, provide any services to or take up employment with any of the existing customers or customers' clients of the Company.

- i. That in the event I am found to be in breach of this agreement, or my employment agreement with the Company, I shall be liable to pay to the Company a sum equivalent to the remuneration / compensation received by me, from the Company, in the last three months immediately preceding the termination. This will in no way effect the other rights which the Company may have against me, especially the right to obtain injunctive relief and damages against me. Without prejudice to aforesaid, I shall also be liable to indemnify the Company for all the losses, costs, expenses, damages, liabilities, demands and/or claims suffered, sustained, incurred or paid by the Company or threatened against the Company.

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**Mr. Abdur Rehman**

### Appendix 1

Name : Mr. Abdur Rehman  
 DOJ : February 1, 2024  
 Designation: Executive - Operations  
 Band : A1

Mali	Monthly Compensation (INR)	Annual Compensation (INR)
Basic	15,000	180,000
Basket of Allowances	8,200	98,400
Provident Fund	1,800	21,600
<b>Total Fixed Compensation (A)</b>	<b>25,000</b>	<b>300,000</b>
You are required to give the BOA options in the Prescribed format		
*In case the Basic + DA is more than Rs. 15000, PF is optional and you have to give your option for the same. Coverage is mandatory for those who are already covered under PF Scheme.		
Other benefits provided by Company (Non-Monetary) : 1. Transport : INR 30000 (Band A to C) and 120000 (Band D & Above), 2. Accident Insurance and Mediclaim Premium : INR 7200		
Performance bonus will be as per the EXL bonus policy, and would be paid based on company's / individual's performance		

## **Appendix - 2**

The below rate of subsistence allowance is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply.

**Rate of subsistence allowance:** Reference para 7 of the employment agreement –

If you are suspended, and enquiry is initiated, in

### **A. Noida [Gautam Budh Nagar] (State of Uttar Pradesh) or Gurugram [Formerly: Gurgaon] (State of Haryana) locations:**

Subsistence allowance shall be at the rate of 50% (fifty per cent) of your average monthly salary over a period of three months immediately preceding your suspension. **Provided that**, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

### **A. Pune or Mumbai (State of Maharashtra) location:**

- I. For the first ninety days of the suspension period, subsistence allowance to be paid per month shall be equal to one half of basic salary and other compensatory allowances to which you would have been entitled if you were on leave with wages.
- II. If the enquiry gets prolonged and you continue to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period of ninety days shall be equal to three-fourths of basic salary and other compensatory allowances.

iii. If the enquiry is not completed within a period of one hundred and eighty days, you shall be paid basic salary and other compensatory allowances in full as subsistence allowance to be paid per month until such time as the enquiry is finally concluded:

**Provided that**, where the findings of the enquiry officer show that such enquiry is prolonged beyond a period of ninety days, or as the case may be, beyond one hundred and eighty days, for reasons directly attributable to you, the subsistence allowance to be paid per month shall for the period exceeding ninety days or, as the case may be, for one hundred and eighty days, be reduced to one-half of basic salary and other compensatory allowances:

**Provided further that**, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

### **C. Bengaluru (State of Karnataka) location:**

- i. Subsistence allowance shall be an amount equal to fifty per cent of the salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension
- ii. If the period of suspension exceeds ninety days, but does not exceed one hundred and eighty days, you shall be entitled to receive, after the said period of ninety days, a subsistence allowance equal to seventy five per cent of your salary which you were drawing immediately before your suspension.
- iii. If the period of suspension exceeds one hundred and eighty days, you shall be entitled to receive, after the said period of one hundred and eighty days, a subsistence allowance equal to ninety per cent of your salary which you were drawing immediately before your suspension.

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, shall, for the period exceeding ninety days shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

**C. Kochi (State of Kerala) location:**

- i. Subsistence allowance shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension
- i. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

**D. Jaipur (State of Rajasthan) location:**

- I. Subsistence allowance, for the first ninety days of suspension, shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension;
- II. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

**E. Hyderabad (State of Telangana) location:**

- i. Subsistence allowance, for the first six months of suspension, shall be an amount equal to fifty per cent of your wages/salary which you were drawing immediately before such suspension;
- ii. If the period of suspension exceeds six months but not one year, the amount of subsistence allowance shall be increased after the expiry of six months to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:
- iii. If the period of suspension exceeds one year, the amount of subsistence allowance shall be increased after the expiry of one year to one hundred percent of your wages/salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of six months for reasons directly attributable to you, the subsistence allowance, for the period exceeding six months, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence Allowance if you accept any other employment, during the period of your suspension.

F. **Chennai (State of Tamil Nadu) location:**

Subsistence allowance shall be an amount equal to fifty per cent of the wages/salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension;

If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension.

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

---

**Mr. Abdur Rehman**

**PRIVATE AND CONFIDENTIAL**

Date: January 23, 2024

**Ms. M Asha Rao**  
T.G layout Ittamadu  
Bangalore -560085

**FIXED TERM TEMPORARY EMPLOYMENT AGREEMENT**

Dear **Asha**,

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **Outsourcepartners International Private Limited** ("the Company") to the position of **Executive - Operations at Band A1**, on the terms and conditions set out herein after:

**1 FIXED TERM TEMPORARY EMPLOYMENT**

1.1(a) You are being engaged with effect from **2/1/2024** specifically against Legal contract work /project which is likely to be completed in **4 Months**. Your fixed term temporary employment **2/1/2024** , unless terminated in accordance with clause 9, is co-terminus with the aforesaid work/project and, as such, the same shall lapse and come to an automatic end on the completion of the aforesaid work / project whether before expiry of **4 Months** or after. This fixed term temporary employment agreement and your fixed term temporary engagement / employment shall automatically end as aforesaid without any notice or compensation to you from the Company and therefore, no compensation, notice salary or retrenchment compensation shall be payable to you by the Company. It is clearly understood and agreed by you that this fixed term temporary appointment shall not vest any right in you to claim permanent /regular employment with the Company at any point of time and you will neither have any right nor a lien on the job held by you.

(b) Notwithstanding anything contrary contained here-in, please note that during the first **4 Months** of your fixed term temporary appointment you would be on trial. If the Management during the aforesaid trial period finds your performance to be unsatisfactory, your fixed term temporary appointment would be liable to be terminated by giving in writing fourteen days' notice or paying salary / wages in lieu of such notice or salary / wages for such period by which the notice period falls short of.

(c) During your fixed term temporary appointment, you shall be a full time employee of the Company. You shall, therefore, devote the whole of your time and energy exclusively to the business and affairs of the Company. You shall not engage yourself, directly or indirectly, in any other employment or in any business or serve whether as principal, agent, partner, director or employee or in any other capacity whatsoever, either full time or part time, in any business whatsoever other than that of the Management / Company. Any engagement by you as aforesaid shall be construed as dual employment and you shall be liable to face strict disciplinary action

for the same, which may go up to termination of your fixed term temporary employment without any compensation to you. Further, Company reserves the right to seek injunctive relief against you and to claim the damages suffered.

(d) Notwithstanding the afore-said or anything to the contrary contained in this employment agreement or in the Letter of Intent (“LOI”) and/ or notwithstanding your acceptance of the LOI or the employment offer, the Company, for any business or operational reasons whatsoever including without limitation any reason which is beyond the Company’s control, or due to any unforeseen or unavoidable business circumstances, reserves the right to defer your date of joining to a later date to suit the business requirements. The Company will use reasonable endeavour to inform you at the earliest. *(Applicable for Band A only)*

1.2 Your fixed term temporary employment with the Company is subject to:

- (i) The accuracy of the testimonials and information provided by you. The Company will get verified the personal and employment details provided by you, either internally or through any external agency engaged by the Company, and by signing this fixed term temporary employment agreement, you hereby authorize the Company for the same and to share any of your information, details, references, documents or reports with any agency, person, authority, advisors, consultants, etc. and whosoever;
- (ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;
- (iii) On our receiving two satisfactory references; and
- (iv) Your disclosing on your own behalf and, if married, on your spouse’s behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and acceptance by the Company of those external interests.
- (v) You represent that you have no interest or obligation that is inconsistent or in conflict with the terms contained herein. You agree to notify the Company immediately if any such interest or obligation arises. You also represent that you will not bring with you or disclose to the Company, or use in the performance of your responsibilities at the Company, any confidential information not generally available to the public of a former employer or any other party, unless you have obtained prior authorized written authorization for its possession and use.
- (vi) You also agree that, during your fixed term temporary employment with the Company, you shall abide by any confidentiality obligations you may owe to any former employer or other party. You also agree and represent that you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any or former employers or other parties.
- (vii) If any information furnished by you to the Company is found to be false or inaccurate, or if you are found to have willfully suppressed any material information, the Company shall be entitled to terminate your fixed term temporary employment without notice or compensation to you. If you breach, fail to full-fill or comply with any of the above-said conditions, this offer shall stand revoked automatically without any further notice or reference to you (whether you have accepted it or not) and, if you have already commenced fixed term temporary employment with the Company, such employment will automatically terminate without giving you any claim for



compensation or damages, but without prejudice to the Company's rights and/or remedies against you.

## **2 PLACE OF POSTING**

- 2.1 Your initial place of posting shall be at **Bengaluru, Karnataka**. However, your services are transferable to any other another place either in existence now or which would come into existence henceforth. You may be transferred within India or outside India to serve the Company or any of Company affiliates. You may be transferred to any of Company's or its affiliates existing offices or locations anywhere or to any of the future offices or locations which may come into existence or may get acquired henceforth / any-time in future. **Due to business requirements or other exigencies, you may be required to work from home at the Company's sole discretion; the Company hereby reserves the absolute right to call you back to work at any of its offices, as and when required.** It is a condition to your employment that you comply with any such **requirements / instructions** of the Company **without any protest or demur**. The transfer will not deem to constitute a change in your conditions of service. The Company will not be responsible for any of your acts leading to any action against you as per the law of the country or state you have been deputed, transferred to or working from.
- 2.2 Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be assigned, seconded, posted, deputed or transferred to any other company associated to the Company or to Affiliates whether in India or abroad/outside India.
- 2.3 Your place of work shall change in case of any relocation of the Company's offices, for which you shall not be entitled to any additional compensation.

## **3 PERFORMANCE OF DUTIES**

- 3.1 You shall be assigned with all the duties and responsibilities of the **Executive - Operations at Band A1** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.
- 3.2 You shall, at all times, be required to carry out the duties and responsibilities assigned to you by the Company, faithfully and diligently and in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company. You shall not, during the term of your fixed term temporary employment, except with the prior specific written permission of the Company, engage directly or indirectly, whether part-time or full time, in any other employment, business, profession, occupation or activity, or serve whether as a principal, agent, partner, employee, director or in any other capacity whatsoever in any business or employment other than that of the Company, whether or not which will be detrimental, whether directly or indirectly, to the Company's interests. It is clarified that such written permission as mentioned herein does not create any right in your favour or obligation on the Company. It shall be on the sole and exclusive discretion of the Company to grant or not to grant such permission.
- 3.3. You shall use the office of the Company only for rendering such services for which you have been appointed temporarily.
- 3.4 You are expected to attend office, except when traveling on business, during the working hours/shifts as may be decided by the Company. The Company practices a 48-hour workweek for all staff and management employees. Actual work timings and shifts may vary from time to time based on business and customer service requirements. You agree to work in any shift (including in night shift) as may be assigned by the Company from time to time.

## **4 COMPENSATION**

- 4.1 As compensation for services to be rendered, you shall be paid a **Basic Salary of Rs. 15000** per month for the fixed temporary term. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Other allowances and benefits payable shall be as detailed in Appendix 1 hereto. Your fixed cost to Company (FCTC) for the entire duration of your fixed term temporary employment shall be **Indian Rupees 300000**. Please refer attached Appendix 1 for monthly break-up of the aforesaid total FCTC.
- 4.2 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.
- 4.3 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.
- 4.4 By accepting this offer you authorize the Company to deduct from your remuneration including on termination of employment (including from salary, salary in lieu of notice, holiday pay, etc.) all debts owed by you to the Company or Affiliates or any losses caused by you or damages suffered by the Company or Affiliates or any recoveries including of any advances or of loans or fine imposed by the Company.
- 4.5 Please be specifically clarified and advised that notwithstanding your fixed term temporary employment, your monthly salary slip shall, by default, show and print annual / pro-rated annual salary package i.e. from the date of your joining till 31-March of the next year along-with, inter alia, your monthly salary. Notwithstanding anything contained in your default monthly salary slip, your FCTC shall be above said Indian Rupees **300000.00** and you, therefore, shall not be entitled to claim any amount over & above or more than aforesaid FCTC.

## 5. CONFIDENTIALITY

- 5.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, employee relations, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company or to Company employees, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality and Non Compete Agreement' in the form annexed to this letter.
- 5.2 You undertake not to make copies or duplicates of any Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.
- 5.3 You shall keep strictly confidential, details of your salary and employment benefits within and outside the Company.
- 5.4 You agree and confirm that the terms and conditions of this Clause 5 shall survive the termination or discontinuation of your services with the Company.

## 6. INTELLECTUAL PROPERTY RIGHTS

You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all time belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such Inventions, information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or applicable Indian laws (or any other applicable law). If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

#### **7. DISCIPLINARY ACTION PROCEDURE**

Any breach of the Company's Code of Conduct, policies, etc., or any act of omission or commission constituting misconduct, or failure to attain or maintain a satisfactory work standard, by any employee will be regarded as a disciplinary or capability matter. The procedure for such misconducts, matters or offences including major misconduct shall be as set out under the Code of Conduct and/or Progressive Disciplinary Policy. If you are accused of misconduct, you shall be liable to be suspended from service pending or in contemplation of enquiry. During suspension, you shall be entitled only to a subsistence allowance at the rate described in the attached Appendix - 2, forming an integral part & parcel of this employment agreement. The rate of subsistence allowance, as described in Appendix - 2, is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply. If you are found guilty of any charge of misconduct, you shall be deemed to be absent during the suspension period and not be entitled to any compensation, remuneration or other amount except the subsistence allowance paid / payable. In the enquiry, you may bring only a co-employee (who is not accused of similar charges) to represent or assist you. In no case would you be entitled to bring any outsider who is not employed with the Company, to represent or assist you at such enquiry.

## 8. CODE OF CONDUCT

You shall abide and be bound by the Company's Code of Conduct, and the Code of Conduct will form a part of this employment agreement. The Code of Conduct may be changed at any time at the discretion of the Company and the changed Code of Conduct shall thereupon bind you. You will also carry out and abide by any instruction, policy issued by the Company from time to time.

## 9. AUTOMATIC TERMINATION OF FIXED TERM TEMPORARY EMPLOYMENT

- 9.1 Your fixed term temporary employment, unless terminated in accordance with this clause 9, is co-terminus with the abovesaid work / project and, as such, the same shall lapse and come to an automatic end on the completion of the aforesaid work / project whether before expiry of **4 Months** or after. During the period of this fixed term temporary employment agreement, either the Company or you may at any time terminate this fixed term temporary employment agreement without cause by giving in writing to the other party, **30 (Thirty) day's** notice or paying to the other party salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential, important or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over / knowledge transfer is not given by you to the satisfaction of the Management; or if your not serving full notice period may have adverse impact on the business, client commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements.
- 9.2 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.
- 9.3 Upon termination of your fixed term temporary employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or Affiliates. The Company reserves the right not to relieve you of your fixed term temporary employment in the event that all the Company's documents / property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
- 9.4 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in paragraph 3.1 above, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your fixed term temporary employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period. You will not be entitled to engage in any other employment, work or business during the notice period.

9.5 In addition to all the rights of the Company provided for in this employment agreement and under law, the Company may terminate your fixed term temporary employment forthwith in any of the following circumstances:

- (i) Breach by you of any of the terms of this employment agreement;
- (ii) Breach of any clauses of the Company's Code of Conduct as referenced in clause 8 hereinabove;
- (iii) Unauthorized absence beyond a period of 7 (five) consecutive days;
- (iv) Inability to perform your duties beyond a period of (15) days, whether on medical grounds or on any other grounds;
- (v) Physical or mental incapacitation to perform your duties;
- (vi) Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- (vii) Commission of any act detrimental to the interests of the Company;
- (viii) Commission of any act of moral turpitude;
- (ix) Major misconduct;
- (x) Commission of an act of insolvency;
- (xi) Conviction in any court of law for the commission of any crime; or
- (xii) Your performance is continuously measured as below expectation for a period of two months, despite due training.
- (xiii) Either refusing to appear for a drug test as per company policy or failing to clear the drug test.
- (xiv) Breach of Information Security Guidelines

Every EXL employee must be aware of their individual responsibility to maintain compliance with Information Security, Cyber Security and Data Privacy policies and undergo periodic trainings and awareness in this area. All employees must refer to [Information Security & Data Privacy Policy](#) to understand the Company's requirements with respect to the collection, storage, use, transmission and disposal of information in electronic, voice or tangible written forms. The policy also details out guidelines for laptop users, access control, Email access, password management, Blackberry and PDA usage and maintaining clean desk. All the employees of EXL are required to fully comply with the aforesaid policy.

It is mandatory for all employees of EXL across levels to complete the Information Security Training within prescribed timelines (for details refer to ISG policy guidelines)

Notwithstanding anything contained in clause 9.1, the Company reserves the right to terminate your fixed term temporary employment without giving any notice period or pay in lieu thereof if you are in breach of any of the sub-clauses of clause 9.5 hereinabove.

## 10. OTHERS

10.1 You will be bound by the Code of Conduct of the Company and all other rules, regulations, instructions, policies and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Code of Conduct, rules, regulations, instruction, policies etc. were part of this fixed term temporary employment agreement.

10.2 You shall inform the Company as soon as possible about any change in your residential address. In case of any delay or default on your part, any notice, communication, etc. send at your last known address as per Company records shall be deemed to be valid and effective

communication and same shall be binding upon you and you shall be debarred from challenging or disputing the same.

- 10.3 The provisions of this fixed term temporary employment agreement shall be construed and governed in accordance with the laws of India.

Kindly sign and return the duplicate copy of this employment agreement, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of the letter.

Please note that by signing this fixed term temporary employment agreement, you have agreed to accept the fixed term temporary employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this offer letter will be treated as a fixed term temporary employment agreement and the terms and conditions of this fixed term temporary employment agreement shall govern your fixed term temporary employment with the Company.

This offer shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this employment offer and fixed term temporary employment agreement.

It is a pleasure to welcome you as a member of **Outsourcepartners International Private Limited**

We are confident that your fixed term temporary employment with the Company will prove mutually beneficial & rewarding, and we look forward to having you join us.

**Yours truly,**  
For **Outsourcepartners International Private Limited**



**Ms. Parul Kataria**  
**Vice President 2 - Human Resources**

I accept the offer on, and agree & consent to and accept, the terms and conditions as described in this letter.

Agreed and accepted, and consented to, by me.

---

Ms.M Asha Rao

Dated: 2/1/2024

Permanent Address:

T.G layout Ittamadu

Bangalore -560085

### **COMPENSATION & BENEFITS**

- You may be covered under the Employees' State Insurance Act, 1948 (ESI Act), *if applicable*. The requisite amount as per provisions of, and as prescribed in, the ESI Act towards employee's contribution would be deducted from your compensation. You shall be entitled to ESI benefits in accordance with the applicable statutory requirements.
- You shall be provided with retrieval benefits of Provident Fund in accordance with the applicable statutory requirements.
- You shall be entitled to other allowances and benefits, as applicable as per Company's Policies.

### **Notes:**

- The cost to the Company for the above mentioned benefits will be limited to the amount mentioned hereinabove. If any of the above-mentioned benefits becomes chargeable to tax because of any reason whatsoever, it is hereby clarified that it would be your responsibility to pay the taxes, if any. The Company will, in no case, be responsible for the same.
- Benefits provided to you under any applicable schemes will be governed by the Company's rules and regulations framed in this regard. It is the absolute discretion of the management to decide whether any such particular benefit will be provided to you or not.

### **Allowances (as applicable)**

You may get paid following allowances as per the following specifications and annualized limits.

**\*Telephone Allowance**, which includes telephone(s) installed at your residence, up to a maximum limit as applicable per annum. This will be paid on the submission of telephone bills and evidence of your payment of the same.

**\*Vehicle Running and Maintenance Allowance:** Expenses as provided in applicable policy or as per limits prescribed under the Income Tax Act, 1961 read with Income tax Rules, 1962 as amended up-to-date towards petrol / diesel / CNG and maintenance of vehicle shall be paid up to a maximum limit as applicable per annum. This will be paid on submission of bills.

**\*\*Personal Driver Allowance:** Amount up-to-maximum limit as applicable per annum.

\*Applicable for Band B and above

\*\*Applicable for Band C and above

## CONFIDENTIALITY AND NON COMPETITION AGREEMENT

As a condition of my provision of services to or on behalf of **Outsourcepartners International Private Limited** or any of its Affiliates (hereinafter referred to "the Company"), I make the following statements with the understanding and intent that they be relied on by the Company in entering into an agreement and by the Company in extending its offer of fixed term temporary employment. I acknowledge and understand that in providing services to and on behalf of the Company, I will have access to Confidential and Proprietary Information (as defined hereunder).

I understand that the term "Confidential and Proprietary Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to my knowledge or possession during the tenure of my fixed term temporary employment with the Company.

I agree that during the period in which I provide service to the Company:

- a. I will use my best efforts and exercise the utmost diligence in keeping confidential, all Confidential and Proprietary Information, including but not limited to innovations, processes, methodologies, software, applications or products, business and strategic plans and initiatives, financial information and similar information made available by a client or the Company concerning any client of the Company or by the Company itself which I may learn, acquire or get possession of, during the course of or by virtue of my provision of services to the Company. I will use such materials and information relating to Confidential and Proprietary Information solely for the benefit of the Company and its clients and will not use such information for any other entities or persons. At the conclusion of my relationship with the Company I will return any material relating to Confidential and Proprietary Information and any copies thereof.
- b. I agree not to keep at any time on my person or in my possession, except in the necessary performance of my duties, any material relating to Confidential and Proprietary Information acquired by me, whether produced by me or by employees or agents of the Company or any client. I agree to safeguard all such Confidential and Proprietary Information materials while they are in my possession, and to surrender them and all copies, which have been made of them to the Company upon termination of my relationship with the Company.
- c. I will at all times exercise discretion in discussing with others the affairs of clients, avoiding unnecessary identification of names, places, and other specifics, and I will take reasonable precautions to make sure that such discussions cannot be overheard, and electronic communications cannot be intercepted either by client's employees or outside persons.



- d. I will not make any private use of Confidential and Proprietary Information that may come to my attention because of my employment with the Company, nor will I pass such Confidential and Proprietary Information on to anyone else. I understand the term "use" includes, but is not limited to, anyone's purchase or sale of securities influenced by such Confidential and Proprietary Information, access to which is directly or indirectly due to my relationship with the Company.
- e. I agree to disclose and assign promptly, completely and in writing to the Company any inventions, whether or not patentable, and including but not limited to, any innovations on processes, methodologies, software applications or products which I discover, conceive and/or develop, either individually or jointly with others, during the term of my relationship with the Company ("Inventions"). I understand that all inventions which I do hereby assign are and shall become the exclusive property of the Company, whether or not patent applications are filed thereon, and I agree to treat such inventions as Company proprietary and confidential information and to use such solely for the benefit of the Company. I hereby assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the information, materials, products and deliverables developed during the performance of services to the Company. All work I perform and all information, materials, products and deliverables developed by me in acting as an employee of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or any other applicable of competent jurisdiction. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the information, materials, products or deliverables that I developed during the performance of services as an employee of the Company. I agree to provide all necessary assistance required to perfect such assignment of rights defined in this provision.
- f. I will not for a period of two year after the termination of this agreement, whether voluntarily or involuntarily (a) directly or indirectly solicit to provide or provide, without the prior written consent of the Company, any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and / or for whom I provided any service as an employee of the Company or (b) directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any company or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company's relationship with its employees. The non-compete provisions of this paragraph will not apply to a client of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company and which written list of clients I have disclosed to the Company prior to my joining.
- g. If I am directed by any governmental agency or judicial forum or asked to testify concerning any matter learned in the course of services provided to or on behalf of the Company, I will immediately notify the Company before making any disclosures.
- h. I further agree that in the event of termination of this agreement, or my employment with the Company, whether of my own volition or otherwise, for a period of two (2) year thereafter, I shall not directly or indirectly, provide any services to or take up employment with any of the existing customers or customers' clients of the Company.

- i. That in the event I am found to be in breach of this agreement, or my employment agreement with the Company, I shall be liable to pay to the Company a sum equivalent to the remuneration / compensation received by me, from the Company, in the last three months immediately preceding the termination. This will in no way effect the other rights which the Company may have against me, especially the right to obtain injunctive relief and damages against me. Without prejudice to aforesaid, I shall also be liable to indemnify the Company for all the losses, costs, expenses, damages, liabilities, demands and/or claims suffered, sustained, incurred or paid by the Company or threatened against the Company.

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**Ms. M Asha Rao**

## Appendix 1

Name : Ms. Asha Rao  
 DOB : February 1, 2024  
 Designation: Executive - Operations  
 Band : A1

<b>Mali</b>	<b>Monthly Compensation (INR)</b>	<b>Annual Compensation (INR)</b>
Basic	15,000	180,000
Basket of Allowances	8,200	98,400
Provident Fund	1,800	21,600
<b>Total Fixed Compensation (A)</b>	<b>25,000</b>	<b>300,000</b>
You are required to give the BOA options in the Prescribed format		
*In case the Basic + DA is more than Rs. 15000, PF is optional and you have to give your option for the same. Coverage is mandatory for those who are already covered under PF Scheme.		
Other benefits provided by Company (Non-Monetary) : 1. Transport : INR 30000 (Band A to C) and 120000 (Band D & Above), 2. Accident Insurance and Mediclaim Premium : INR 7200		
Performance bonus will be as per the EXL bonus policy, and would be paid based on company's / individual's performance		

## **Appendix - 2**

The below rate of subsistence allowance is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply.

**Rate of subsistence allowance:** Reference para 7 of the employment agreement –

If you are suspended, and enquiry is initiated, in

### **A. Noida [Gautam Budh Nagar] (State of Uttar Pradesh) or Gurugram [Formerly: Gurgaon] (State of Haryana) locations:**

Subsistence allowance shall be at the rate of 50% (fifty per cent) of your average monthly salary over a period of three months immediately preceding your suspension. **Provided that**, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

### **A. Pune or Mumbai (State of Maharashtra) location:**

- I. For the first ninety days of the suspension period, subsistence allowance to be paid per month shall be equal to one half of basic salary and other compensatory allowances to which you would have been entitled if you were on leave with wages.
- II. If the enquiry gets prolonged and you continue to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period of ninety days shall be equal to three-fourths of basic salary and other compensatory allowances.

iii. If the enquiry is not completed within a period of one hundred and eighty days, you shall be paid basic salary and other compensatory allowances in full as subsistence allowance to be paid per month until such time as the enquiry is finally concluded:

**Provided that**, where the findings of the enquiry officer show that such enquiry is prolonged beyond a period of ninety days, or as the case may be, beyond one hundred and eighty days, for reasons directly attributable to you, the subsistence allowance to be paid per month shall for the period exceeding ninety days or, as the case may be, for one hundred and eighty days, be reduced to one-half of basic salary and other compensatory allowances:

**Provided further that**, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

### **C. Bengaluru (State of Karnataka) location:**

- i. Subsistence allowance shall be an amount equal to fifty per cent of the salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension
- ii. If the period of suspension exceeds ninety days, but does not exceed one hundred and eighty days, you shall be entitled to receive, after the said period of ninety days, a subsistence allowance equal to seventy five per cent of your salary which you were drawing immediately before your suspension.
- iii. If the period of suspension exceeds one hundred and eighty days, you shall be entitled to receive, after the said period of one hundred and eighty days, a subsistence allowance equal to ninety per cent of your salary which you were drawing immediately before your suspension.

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, shall, for the period exceeding ninety days shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

**C. Kochi (State of Kerala) location:**

- i. Subsistence allowance shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension
- i. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

**D. Jaipur (State of Rajasthan) location:**

- I. Subsistence allowance, for the first ninety days of suspension, shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension;
- II. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

**E. Hyderabad (State of Telangana) location:**

- i. Subsistence allowance, for the first six months of suspension, shall be an amount equal to fifty per cent of your wages/salary which you were drawing immediately before such suspension;
- ii. If the period of suspension exceeds six months but not one year, the amount of subsistence allowance shall be increased after the expiry of six months to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:
- iii. If the period of suspension exceeds one year, the amount of subsistence allowance shall be increased after the expiry of one year to one hundred percent of your wages/salary which you were drawing immediately before such suspension:  
**Provided that** where the enquiry is prolonged beyond the period of six months for reasons directly attributable to you, the subsistence allowance, for the period exceeding six months, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

**Provided further that** you shall not be entitled to receive any subsistence Allowance if you accept any other employment, during the period of your suspension.

**F. Chennai (State of Tamil Nadu) location:**

Subsistence allowance shall be an amount equal to fifty per cent of the wages/salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension;

If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

**Provided that** where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension.

**Provided further that** you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

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**Ms. M Asha Rao**

**OFFER LETTER**

Date: 02 Jun, 2022

Dear Shreyas G.

Dayananda Sagar University

We refer to recent interview for the below mentioned position and are pleased to offer you the position of **Business Development Executive** with **INSPLORE Consultants Pvt. Ltd.** All of us at Insplore Consultants are excited that you would be joining our team!

Please find the following confirmation of the specifics of your internship:

**Position Title: Business Development Executive**

**Department: Marketing And Finance**

**Date of Joining: 11 Jun, 2022**

**Work location: Delhi/Work from Home**

**CTC: 6,00,000 LPA**

For any queries please feel free to write us at: [hr@insploreconsultants.com](mailto:hr@insploreconsultants.com)

**Best Wishes!!**



**(Authorized Signatory)**

**Head HR**

**Insplore Consultants Pvt. Ltd.**





**Annexure - I**

<b>Letter Date:</b>		03-Aug-23	
Candidate Name:	Prajwal N	Organization Unit (OU):	CBA-Channels-NR
Contact Address:	No.5 Ashwathkatte main road kasturi ba nagar mysore road tollgate 560026	Branch:	Uttarahalli Branch
Grade:	EXE	City:	Bengaluru
Designation:	Acquisition Relationship Manager - NR	Reporting Manager ECN:	140384
Function (Business Unit):		Reporting Manager Name:	B Abhishek
Department:	NR Business	Cost Center Code:	8062

Compensation Heads	Rs. (Per Annum)	Rs. (Per Month)
Basic	93913	7826
HRA	46956	3913
Officer Allowance	7375	614
Statutory Bonus	28800	2400
Medical Reimbursement	15000	1250
Conveyance Allowance	19200	1600
<b>Monthly Gross - (A)</b>		<b>17603</b>
LTA (B)	6500	541
Employer PF Contribution (C)	17039	1419
Annual Guaranteed Cash (D)=(A+B+C)	234783	19565
Gratuity (E)	4517	376
Insurance Costing Mediclaim & GPAAI (F)	10700	891
<b>Cost to Company (G)=(D+E+F)</b>	<b>250000</b>	<b>20833</b>

**1) Appraisal Actions**

\* The Bank may pay Performance Bonus/Increment/Appraisal/incentive every year based on the performance of the individual employee, so also the Bank's overall performance.

\* There is no minimum guaranteed Performance Bonus/Increment/Appraisal/incentive. Your Performance Bonus/Increment/Appraisal/ Incentive would depend on your Annual Performance Rating and also the Bank's performance.

**# Eligibility :**

- Payment of Performance Bonus/Increment/Appraisal/incentive is subject to an employee being on the rolls of the Bank on or before September 30th of any financial year.
- You would be eligible for Performance Bonus/Increment/Appraisal/incentive only if you are an active employee and not serving resignation notice as on the date of disbursement of any such payout including Performance Bonus/Increment/Appraisal/incentive.
- You would not be eligible for Performance Bonus/Increment/Appraisal/incentive, etc., if you are subjected to disciplinary action or a disciplinary action is contemplated or initiated or an investigation is pending against you.

Yours faithfully,  
For IndusInd Bank Ltd

**Rohit Sujit Sengupta**  
**Regional Resource Manager**  
**Human Resource Department**  
**IndusInd Bank Ltd**

Candidate's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

AL Ref No :5ad29aab7fd64aa9

03-Aug-23

Prajwal N

No.5 Ashwathkatte main road kasturi ba nagar mysore road tollgate 560026

Contact No:9886235715

**Sub: Letter of Appointment**

Dear Prajwal N,

We are pleased to offer you the position of Acquisition Relationship Manager - NR in the grade of EXE for NR Business department in the Junior Management cadre of the Bank. Your appointment will be effective from the date you report for duty which shall not be later than 07-Aug-23. You are therefore requested to report for duty on or before the said date at the initial place of posting as mentioned below. This letter of appointment is open for acceptance up to 07-Aug-23. This letter of appointment carries the terms and conditions of employment currently applicable in the Bank. The Bank may revise these as deemed fit from time to time.

1. You are initially posted at the Bank's Uttarahalli Branch in Bengaluru. Your appointment in the Bank is subject to transfer to any other departments/location depending upon the Bank's requirements. Your employment may also be subject to transfer to any of the Bank's associate or subsidiary units.
2. Your employment in the Bank shall begin with a probation of 6 (six) months and you would be confirmed in the employment of the Bank upon successful completion of the probation. Your overall performance, output, conduct and behaviour during the probation will be judged by your reporting manager and Human Resources, before confirming you in the employment. You will be considered and treated as 'On Probation' and 'not being confirmed in the employment of the Bank' until you are specifically informed in writing by the Human Resources Department of the Bank.
3. You will be governed by the Bank's HR policies, service rules and rules of conduct prevailing in the Bank from time to time. The above may be amended from time to time without notice. You are expected to adhere to all rules and policies of the Bank.
4. Your remuneration package on an all-inclusive Cost to Company basis with components thereof is provided in Annexure I. The same shall be subject to the prevalent tax laws.
5. Your appointment in the Bank and continuance thereof shall be subject to your being medically fit for the Bank's employment. However, the Bank upon its sole discretion may request for a medical examination/test from a Medical Practitioner/Surgeon/Medical Officer acceptable to the Bank, from time to time.
6. Your appointment in the Bank and continuance thereof shall be subject to your credentials such as education, qualification, professional experience and personal details being found genuine. The Bank verifies this information as a part of its background verification process. Should any of the above information be found to be deliberately incorrect, the Bank may take appropriate steps as required.

**Candidate's signature:**\_\_\_\_\_

7. Your employment and continuance in the Bank would be subject to the fact that there are no misconducts, violations or breach of laws during the tenure of your employment with the Bank. Should there be good or sufficient reasons for the Bank to doubt the above, the management may initiate disciplinary and consequential action as per the code of conduct and applicable policies of the Bank.
8. In case you are found to be responsible for any loss which can be directly attributed to you, partly or substantially, the Bank shall have right to initiate appropriate legal action, as may be deemed fit for recovery of such loss.
9. You may leave the employment of the Bank by way of tendering resignation while on 'Probation' by mandatorily serving a notice of 30 days, after tendering the notice of resignation in the manner provided by the Bank from time to time. However, a confirmed employee desirous of leaving the services of the Bank, shall mandatorily serve a notice of 90 days on tendering the resignation.
10. In exceptional circumstances, the Bank solely at its discretion may allow early relieving against pay of notice in lieu thereof, as may be decided by the competent authority at its discretion. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else*
11. The Bank has the discretion to accept, reject or extend the notice of resignation, in case a disciplinary action is underway or deemed necessary due to any act of commission or omission by yourself.
12. A resignation submitted by you, will be deemed irrevocable after its acceptance. This acceptance either through PULSE or an e-mail or a written letter supersedes your right to call back the resignation, once accepted.
13. Upon you being issued a resignation acceptance and your serving the entire notice period your full & final settlement will be completed. The Bank will not issue a relieving letter or a certificate of employment, if you abandon the employment during the course of your serving the notice. The Bank will also be at liberty to take any necessary action as deemed fit.
14. During the employment you are expected to adhere to all the rules and policies of the Bank as applicable from time to time. Should any dispute arise in connection with your contract/employment with the Bank, the same may be referred to the Competent Courts at Mumbai. While adhering to the policies and rules, should a grievance arise, you are expected to follow the chain of protocol and exhaust all internal means and redressal systems before approaching an external authority as the last resort.
15. You are expected to adhere to all service rules, Code of Conduct, non-disclosure items and confidentiality agreements, keeping the sole interest of the Bank in mind. You are expected to discharge your duties and responsibilities with utmost integrity and honesty.
16. You will superannuate at the age of 60 years. As such, you will automatically retire from and cease to be in the services of the Bank on attaining the age of 60 years. Your age mentioned in your personal records will be deemed to be the conclusive proof of your date of birth.

**Candidate's signature:**\_\_\_\_\_

17. Should the Bank for any reason find you unfit for work or has lost confidence in you or finds you medically unfit, the Bank may terminate your employment by giving you a notice of 30 days for a probationer and 90 days for a confirmed employee or pay in lieu thereof or a combination of both. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else.* In case of termination / dismissal the Bank is not obliged to make this pay.
18. Your working hours will be as per the Bank's HR policy. However, in unusual situations and during exigencies of work, you are expected to put in extra hours and efforts in the interest of the Bank.
19. You are expected not to divulge confidential information or data that you may come across during the course of employment with the Bank. The Bank retains the right to take any and every legal action at its recourse should such a data/confidentiality breach occur.  
Data for the purpose of this clause refers to every single piece of information related and inherent to the Banks business.
20. You shall at all times indemnify and keep the Bank indemnified against all sums or expenses paid or incurred by the Bank in connection with any action caused by a fault or neglect at your end. You shall also safeguard the interest of the Bank and all its property and shall do nothing that shall compromise the interest of the Bank. Further, you are expected to use all the Bank's gadgets and properties solely for the work it is meant for and to further the interest of the Bank, and not for the personal use.

You will return to the Bank within 24 hours of severance of your employment, all the properties of the Bank including the laptops, ID cards, official documents and all such other assets under your custody which you were using for the furtherance of your services to the Bank.

21. During the course of your employment with the Bank you would come across, data, user ids and passwords, confidential information, strategic documents, confidential plans and various other crucial information inherent to the success of the Bank. You are expected not to share/divulge any of this with any other person outside yourself or your immediate team. Any such sharing detrimental to the Bank's interest would invite necessary and appropriate action by the Bank in a bid to safeguard its interest.
22. During the employment with the Bank, you will not engage in any acts considered by the Bank as prejudicial to the interest of the Bank. You will not carry on or engage in any business or employment or vocation (part-time or full-time). On Joining your full time and attention will be towards the interest of the Bank.
23. On Joining, you would need to submit self-attested copy of relieving letters from last 2 organisations. This needs to be completed within 45 days of your joining the Bank. In case you fail to submit the same within the specified period the Bank may take appropriate steps as required.
24. You shall intimate in writing to all your reporting authorities and to the Bank's Human Resources Department about any changes in your personal information including address, contact details, medical status or any other information that has a direct bearing to your continuance with the Bank or functioning of the Bank itself.

**Candidate's signature:** \_\_\_\_\_

25. This provisions hereof shall be interpreted, determined and enforced in accordance with the prevailing laws of India.

In the event of any dispute or disagreement (includes non-joining of the employee for any reason after giving acceptance to this offer letter) over the interpretation of any of the terms herein contained or may claim or liability of any party, the same shall be referred to a person to be nominated by IndusInd Bank, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Employee confirms that the fact that the arbitrator shall be a nominee of IndusInd Bank shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of the 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.

Further it is agreed between the Parties that the arbitrator may send the notices, claim statement, document, replies, counters, adjournment letters etc., of the arbitration proceeding to his/her its registered e-mail id or mobile number of the Parties and the same shall be considered as proper service on the Parties. The Arbitrator may record oral evidence through video calling facility also.

26. During your initial joining period, you would receive Code of Conduct, confidential agreements and rules of discipline as indicated in this letter of appointment. You are expected to familiarize with all these policies and documents and sign them as a token of your acceptance of the appointment letter of the Bank.

We are happy to have you on-board with us and look forward to a long and fruitful association.

Your faithfully,  
**For IndusInd Bank Ltd**

**Rohit Sujit Sengupta**  
**Regional Resource Manager**  
**Human Resources Department**  
**IndusInd Bank Ltd**

Candidate's signature: \_\_\_\_\_

**Enclosed:**

- (1) Acknowledgment of the Letter of Appointment
- (2) **Annexure - I**

**To,  
The Human Resource Department,  
IndusInd Bank Limited,**

**Sub: Acceptance Of Letter Of Appointment**

Dear Sir/Madam,

I have carefully read and understood all the terms conditions contained in the Letter of Appointment, dated 03-Aug-23 and hereby confirm my unconditional acceptance of the same. I hereby unconditionally undertake and give assurance that I will adhere, follow all the terms and conditions of the said Letter of Appointment. I also unconditionally undertake and give unconditional assurance to IndusInd Bank Limited, that:

1. I will never defy or make breach of any of the terms and conditions mentioned in the said Letter of Appointment or any other terms and conditions existing in the Bank or which may be introduced by the Bank from time to time.
2. I will never claim, any time, that I have misunderstood or did not understand or that I was made to misunderstand or that I was forced to accept the terms and conditions of the said Letter of Appointment.
3. I will not claim or allege any time in future, that the terms and conditions of the said Letter of Appointment are arbitrary or unilateral or illegal or against my right to work or right to change the employment without serving the agreed period of notice.
4. I will not leave or discontinue or resign or abandon the employment with the Bank without giving prior notice, as stipulated in the Letter of Appointment, which I have read and clearly understood.
5. I will never allege or blame the Bank or its officials about the terms and conditions contained of the said Letter of Appointment or contest them in a court of law or a statutory authority, alleging arbitrariness, whimsically or unilateralism or illegality or unlawfulness.
6. I will, at all time, shall abide by the rules, regulations and guidelines of the Bank, as may be issued from time to time. I will adhere to the rules of discipline and code of conduct and escalation matrix about the grievances redressal matrix for the employees. I will, follow and adhere with the decorum and protocol of escalation and will escalate the employment related issues to my reporting manager or to the skip manager or to his manager and then to the concerned HR Partner, except in case where direct reporting is permissible in accordance with a published policy of the Bank.
7. I will adhere with and shall first exhaust the escalation matrix within the Bank, before resorting to or approaching any outside agencies or authorities and shall never encourage or allow any employees or customers or constituents from approaching any outside agencies or authorities before completely exhausting the internal escalation matrix and redressal mechanisms.

8. I declare that I will faithfully, truly and to the best of my skill and ability execute and perform the duties required of me as an employee/executive and in such capacity as may be called upon, by IndusInd Bank Limited, from time to time. I hereby undertake to exercise delegated powers granted to me through the Power of Attorney / Scheme of Delegation of powers etc. in a bonafide manner with due prudence and diligence. I undertake to exercise these powers in the interest of the Bank.
9. I declare that I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of IndusInd Bank or the affairs of any person having dealing with the IndusInd Bank. I will not allow any such person to inspect or have access to any books or documents belonging to or in the possession of IndusInd Bank and relating to the business of IndusInd Bank or the business of any person having any dealing with IndusInd Bank.
10. I declare that I am not an un-discharged insolvent or bankrupt, nor have at any time been adjudicated insolvent or suspended payment or compounded with any creditors, or been convicted by a criminal court of an offence involving moral turpitude. I also declare that I have not been associated with any criminal actions in the past and have never been convicted by a court for any criminal activities.
11. I am aware and declare that I will be free to participate in social media sites, such as Facebook, LinkedIn, Twitter, etc. or on such sites/blogs which may come in to existence or use in future. I declare that I will not share any data or information or participate in any discussion on such social media sites/blogs or in any such manner about the Bank's business activities, Bank's policies, Bank's employees/executives, Bank's affairs or anything about the Bank, to anyone outside the Bank either through such social media sites/blogs or by any other means or medium of communication.
12. This declaration shall be effective from the date of my joining in the Bank and shall continue to be effective and applicable to me even after my ceasing to be an employee/executive of the Bank.

I wish to unconditionally state that I am in need of this employment and with this in view, I have carefully studied all the terms and conditions contained in the said Letter of Appointment and thereafter I have made up my mind to take up this employment and accept the said Letter of Appointment, unconditionally.

I shall report as per this letter, at \_\_\_\_\_ on \_\_\_\_\_.

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

**Signature of the Candidate:**

**Place:** \_\_\_\_\_

**Full Name:**

**Contact No.**

**Mobile No.:**

**E-mail address:**

**Full address for communication:**

Welcome Onboard! IndusInd Bank has a well defined, structured Onboarding process. To facilitate completion of these formalities, you are requested to submit the below mentioned documents to your Regional HR / Reporting Manager.

- Graduation Degree / Certificate
- Last Degree & Diploma Certificate and Marksheet
- AMFI Certificate / IRDA (for Relationship Manager - Branch Banking)
- Proof of Name Change, if applicable (any of below)
  - Marriage Certificate
  - Affidavit with both the names mentioned in it
  - Gazette Copy of Name Change
- Proof of Identity & DOB
  - PAN Card
  - Aadhar Card
  - Driving License
  - Passport
  - Election Card / Voter Id
- Proof of Residence
  - Lease & License Agreement
  - Driving License
  - Aadhar Card
  - Election Card / Voter Id
  - Latest Bank Statement / Passbook which has employee name
  - Latest Electricity Bill / Telephone Bill with employee name
- Relieving letter to be submitted within 30 days from the date of joining (from immediate previous employer)



**Annexure - I**

<b>Letter Date:</b>		03-Aug-23	
Candidate Name:	Harshitha S	Organization Unit (OU):	CBA-Channels-NR
Contact Address:	#138/1 BT NIVASA, 2nd floor 36D bus stop, Muneshwara block, Avalahalli, Bangalore	Branch:	Uttarahalli Branch
Grade:	EXE	City:	Bengaluru
Designation:	Acquisition Relationship Manager - NR	Reporting Manager ECN:	140384
Function (Business Unit):		Reporting Manager Name:	B Abhishek
Department:	NR Business	Cost Center Code:	8062

Compensation Heads	Rs. (Per Annum)	Rs. (Per Month)
Basic	93913	7826
HRA	46956	3913
Officer Allowance	7375	614
Statutory Bonus	28800	2400
Medical Reimbursement	15000	1250
Conveyance Allowance	19200	1600
<b>Monthly Gross - (A)</b>		<b>17603</b>
LTA (B)	6500	541
Employer PF Contribution (C)	17039	1419
Annual Guaranteed Cash (D)=(A+B+C)	234783	19565
Gratuity (E)	4517	376
Insurance Costing Mediclaim & GPAAI (F)	10700	891
<b>Cost to Company (G)=(D+E+F)</b>	<b>250000</b>	<b>20833</b>

**1) Appraisal Actions**

\* The Bank may pay Performance Bonus/Increment/Appraisal/incentive every year based on the performance of the individual employee, so also the Bank's overall performance.

\* There is no minimum guaranteed Performance Bonus/Increment/Appraisal/incentive. Your Performance Bonus/Increment/Appraisal/ Incentive would depend on your Annual Performance Rating and also the Bank's performance.

**# Eligibility :**

- Payment of Performance Bonus/Increment/Appraisal/incentive is subject to an employee being on the rolls of the Bank on or before September 30th of any financial year.
- You would be eligible for Performance Bonus/Increment/Appraisal/incentive only if you are an active employee and not serving resignation notice as on the date of disbursement of any such payout including Performance Bonus/Increment/Appraisal/incentive.
- You would not be eligible for Performance Bonus/Increment/Appraisal/incentive, etc., if you are subjected to disciplinary action or a disciplinary action is contemplated or initiated or an investigation is pending against you.

Yours faithfully,  
For IndusInd Bank Ltd

**Rohit Sujit Sengupta**  
**Regional Resource Manager**  
**Human Resource Department**  
**IndusInd Bank Ltd**

Candidate's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

AL Ref No :5ad29aab7fd64aa9

03-Aug-23  
Harshitha S  
#138/1 BT NIVASA, 2nd floor 36D bus stop,  
Muneshwara block  
Avalahalli, Bangalore  
Contact No: 9380260523

**Sub: Letter of Appointment**

Dear Harshitha S,

We are pleased to offer you the position of Acquisition Relationship Manager - NR in the grade of EXE for NR Business department in the Junior Management cadre of the Bank. Your appointment will be effective from the date you report for duty which shall not be later than 07-Aug-23. You are therefore requested to report for duty on or before the said date at the initial place of posting as mentioned below. This letter of appointment is open for acceptance up to 07-Aug-23. This letter of appointment carries the terms and conditions of employment currently applicable in the Bank. The Bank may revise these as deemed fit from time to time.

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3. You will be governed by the Bank's HR policies, service rules and rules of conduct prevailing in the Bank from time to time. The above may be amended from time to time without notice. You are expected to adhere to all rules and policies of the Bank.
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5. Your appointment in the Bank and continuance thereof shall be subject to your being medically fit for the Bank's employment. However, the Bank upon its sole discretion may request for a medical examination/test from a Medical Practitioner/Surgeon/Medical Officer acceptable to the Bank, from time to time.
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**Candidate's signature:** \_\_\_\_\_

7. Your employment and continuance in the Bank would be subject to the fact that there are no misconducts, violations or breach of laws during the tenure of your employment with the Bank. Should there be good or sufficient reasons for the Bank to doubt the above, the management may initiate disciplinary and consequential action as per the code of conduct and applicable policies of the Bank.
8. In case you are found to be responsible for any loss which can be directly attributed to you, partly or substantially, the Bank shall have right to initiate appropriate legal action, as may be deemed fit for recovery of such loss.
9. You may leave the employment of the Bank by way of tendering resignation while on 'Probation' by mandatorily serving a notice of 30 days, after tendering the notice of resignation in the manner provided by the Bank from time to time. However, a confirmed employee desirous of leaving the services of the Bank, shall mandatorily serve a notice of 90 days on tendering the resignation.
10. In exceptional circumstances, the Bank solely at its discretion may allow early relieving against pay of notice in lieu thereof, as may be decided by the competent authority at its discretion. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else*
11. The Bank has the discretion to accept, reject or extend the notice of resignation, in case a disciplinary action is underway or deemed necessary due to any act of commission or omission by yourself.
12. A resignation submitted by you, will be deemed irrevocable after its acceptance. This acceptance either through PULSE or an e-mail or a written letter supersedes your right to call back the resignation, once accepted.
13. Upon you being issued a resignation acceptance and your serving the entire notice period your full & final settlement will be completed. The Bank will not issue a relieving letter or a certificate of employment, if you abandon the employment during the course of your serving the notice. The Bank will also be at liberty to take any necessary action as deemed fit.
14. During the employment you are expected to adhere to all the rules and policies of the Bank as applicable from time to time. Should any dispute arise in connection with your contract/employment with the Bank, the same may be referred to the Competent Courts at Mumbai. While adhering to the policies and rules, should a grievance arise, you are expected to follow the chain of protocol and exhaust all internal means and redressal systems before approaching an external authority as the last resort.
15. You are expected to adhere to all service rules, Code of Conduct, non-disclosure items and confidentiality agreements, keeping the sole interest of the Bank in mind. You are expected to discharge your duties and responsibilities with utmost integrity and honesty.
16. You will superannuate at the age of 60 years. As such, you will automatically retire from and cease to be in the services of the Bank on attaining the age of 60 years. Your age mentioned in your personal records will be deemed to be the conclusive proof of your date of birth.

**Candidate's signature:**\_\_\_\_\_

17. Should the Bank for any reason find you unfit for work or has lost confidence in you or finds you medically unfit, the Bank may terminate your employment by giving you a notice of 30 days for a probationer and 90 days for a confirmed employee or pay in lieu thereof or a combination of both. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else.* In case of termination / dismissal the Bank is not obliged to make this pay.
18. Your working hours will be as per the Bank's HR policy. However, in unusual situations and during exigencies of work, you are expected to put in extra hours and efforts in the interest of the Bank.
19. You are expected not to divulge confidential information or data that you may come across during the course of employment with the Bank. The Bank retains the right to take any and every legal action at its recourse should such a data/confidentiality breach occur.  
Data for the purpose of this clause refers to every single piece of information related and inherent to the Banks business.
20. You shall at all times indemnify and keep the Bank indemnified against all sums or expenses paid or incurred by the Bank in connection with any action caused by a fault or neglect at your end. You shall also safeguard the interest of the Bank and all its property and shall do nothing that shall compromise the interest of the Bank. Further, you are expected to use all the Bank's gadgets and properties solely for the work it is meant for and to further the interest of the Bank, and not for the personal use.

You will return to the Bank within 24 hours of severance of your employment, all the properties of the Bank including the laptops, ID cards, official documents and all such other assets under your custody which you were using for the furtherance of your services to the Bank.

21. During the course of your employment with the Bank you would come across, data, user ids and passwords, confidential information, strategic documents, confidential plans and various other crucial information inherent to the success of the Bank. You are expected not to share/divulge any of this with any other person outside yourself or your immediate team. Any such sharing detrimental to the Bank's interest would invite necessary and appropriate action by the Bank in a bid to safeguard its interest.
22. During the employment with the Bank, you will not engage in any acts considered by the Bank as prejudicial to the interest of the Bank. You will not carry on or engage in any business or employment or vocation (part-time or full-time). On Joining your full time and attention will be towards the interest of the Bank.
23. On Joining, you would need to submit self-attested copy of relieving letters from last 2 organisations. This needs to be completed within 45 days of your joining the Bank. In case you fail to submit the same within the specified period the Bank may take appropriate steps as required.
24. You shall intimate in writing to all your reporting authorities and to the Bank's Human Resources Department about any changes in your personal information including address, contact details, medical status or any other information that has a direct bearing to your continuance with the Bank or functioning of the Bank itself.

**Candidate's signature:** \_\_\_\_\_

25. This provisions hereof shall be interpreted, determined and enforced in accordance with the prevailing laws of India.

In the event of any dispute or disagreement (includes non-joining of the employee for any reason after giving acceptance to this offer letter) over the interpretation of any of the terms herein contained or may claim or liability of any party, the same shall be referred to a person to be nominated by IndusInd Bank, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Employee confirms that the fact that the arbitrator shall be a nominee of IndusInd Bank shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of the 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.

Further it is agreed between the Parties that the arbitrator may send the notices, claim statement, document, replies, counters, adjournment letters etc., of the arbitration proceeding to his/her its registered e-mail id or mobile number of the Parties and the same shall be considered as proper service on the Parties. The Arbitrator may record oral evidence through video calling facility also.

26. During your initial joining period, you would receive Code of Conduct, confidential agreements and rules of discipline as indicated in this letter of appointment. You are expected to familiarize with all these policies and documents and sign them as a token of your acceptance of the appointment letter of the Bank.

We are happy to have you on-board with us and look forward to a long and fruitful association.

Your faithfully,  
**For IndusInd Bank Ltd**

**Rohit Sujit Sengupta**  
**Regional Resource Manager**  
**Human Resources Department**  
**IndusInd Bank Ltd**

Candidate's signature: \_\_\_\_\_

**Enclosed:**

- (1) Acknowledgment of the Letter of Appointment
- (2) **Annexure - I**

**To,  
The Human Resource Department,  
IndusInd Bank Limited,**

**Sub: Acceptance Of Letter Of Appointment**

Dear Sir/Madam,

I have carefully read and understood all the terms conditions contained in the Letter of Appointment, dated 03-Aug-23 and hereby confirm my unconditional acceptance of the same. I hereby unconditionally undertake and give assurance that I will adhere, follow all the terms and conditions of the said Letter of Appointment. I also unconditionally undertake and give unconditional assurance to IndusInd Bank Limited, that:

1. I will never defy or make breach of any of the terms and conditions mentioned in the said Letter of Appointment or any other terms and conditions existing in the Bank or which may be introduced by the Bank from time to time.
2. I will never claim, any time, that I have misunderstood or did not understand or that I was made to misunderstand or that I was forced to accept the terms and conditions of the said Letter of Appointment.
3. I will not claim or allege any time in future, that the terms and conditions of the said Letter of Appointment are arbitrary or unilateral or illegal or against my right to work or right to change the employment without serving the agreed period of notice.
4. I will not leave or discontinue or resign or abandon the employment with the Bank without giving prior notice, as stipulated in the Letter of Appointment, which I have read and clearly understood.
5. I will never allege or blame the Bank or its officials about the terms and conditions contained of the said Letter of Appointment or contest them in a court of law or a statutory authority, alleging arbitrariness, whimsically or unilateralism or illegality or unlawfulness.
6. I will, at all time, shall abide by the rules, regulations and guidelines of the Bank, as may be issued from time to time. I will adhere to the rules of discipline and code of conduct and escalation matrix about the grievances redressal matrix for the employees. I will, follow and adhere with the decorum and protocol of escalation and will escalate the employment related issues to my reporting manager or to the skip manager or to his manager and then to the concerned HR Partner, except in case where direct reporting is permissible in accordance with a published policy of the Bank.
7. I will adhere with and shall first exhaust the escalation matrix within the Bank, before resorting to or approaching any outside agencies or authorities and shall never encourage or allow any employees or customers or constituents from approaching any outside agencies or authorities before completely exhausting the internal escalation matrix and redressal mechanisms.

8. I declare that I will faithfully, truly and to the best of my skill and ability execute and perform the duties required of me as an employee/executive and in such capacity as may be called upon, by IndusInd Bank Limited, from time to time. I hereby undertake to exercise delegated powers granted to me through the Power of Attorney / Scheme of Delegation of powers etc. in a bonafide manner with due prudence and diligence. I undertake to exercise these powers in the interest of the Bank.
9. I declare that I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of IndusInd Bank or the affairs of any person having dealing with the IndusInd Bank. I will not allow any such person to inspect or have access to any books or documents belonging to or in the possession of IndusInd Bank and relating to the business of IndusInd Bank or the business of any person having any dealing with IndusInd Bank.
10. I declare that I am not an un-discharged insolvent or bankrupt, nor have at any time been adjudicated insolvent or suspended payment or compounded with any creditors, or been convicted by a criminal court of an offence involving moral turpitude. I also declare that I have not been associated with any criminal actions in the past and have never been convicted by a court for any criminal activities.
11. I am aware and declare that I will be free to participate in social media sites, such as Facebook, LinkedIn, Twitter, etc. or on such sites/blogs which may come in to existence or use in future. I declare that I will not share any data or information or participate in any discussion on such social media sites/blogs or in any such manner about the Bank's business activities, Bank's policies, Bank's employees/executives, Bank's affairs or anything about the Bank, to anyone outside the Bank either through such social media sites/blogs or by any other means or medium of communication.
12. This declaration shall be effective from the date of my joining in the Bank and shall continue to be effective and applicable to me even after my ceasing to be an employee/executive of the Bank.

I wish to unconditionally state that I am in need of this employment and with this in view, I have carefully studied all the terms and conditions contained in the said Letter of Appointment and thereafter I have made up my mind to take up this employment and accept the said Letter of Appointment, unconditionally.

I shall report as per this letter, at \_\_\_\_\_ on \_\_\_\_\_.

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

**Signature of the Candidate:**

**Place:** \_\_\_\_\_

**Full Name:**

**Contact No.**

**Mobile No.:**

**E-mail address:**

**Full address for communication:**

Welcome Onboard! IndusInd Bank has a well defined, structured Onboarding process. To facilitate completion of these formalities, you are requested to submit the below mentioned documents to your Regional HR / Reporting Manager.

- Graduation Degree / Certificate
- Last Degree & Diploma Certificate and Marksheet
- AMFI Certificate / IRDA (for Relationship Manager - Branch Banking)
- Proof of Name Change, if applicable (any of below)
  - Marriage Certificate
  - Affidavit with both the names mentioned in it
  - Gazette Copy of Name Change
- Proof of Identity & DOB
  - PAN Card
  - Aadhar Card
  - Driving License
  - Passport
  - Election Card / Voter Id
- Proof of Residence
  - Lease & License Agreement
  - Driving License
  - Aadhar Card
  - Election Card / Voter Id
  - Latest Bank Statement / Passbook which has employee name
  - Latest Electricity Bill / Telephone Bill with employee name
- Relieving letter to be submitted within 30 days from the date of joining (from immediate previous employer)



**Annexure - I**

<b>Letter Date:</b>		03-Aug-23	
Candidate Name:	Vyshnavi V Rao	Organization Unit (OU):	CBA-Channels-NR
Contact Address:	#372/A, 50 Feet Road, Hanumanthnagar, Bangalore, Karnataka - 560019	Branch:	Uttarahalli Branch
Grade:	EXE	City:	Bengaluru
Designation:	Acquisition Relationship Manager - NR	Reporting Manager ECN:	140384
Function (Business Unit):		Reporting Manager Name:	B Abhishek
Department:	NR Business	Cost Center Code:	8062

Compensation Heads	Rs. (Per Annum)	Rs. (Per Month)
Basic	93913	7826
HRA	46956	3913
Officer Allowance	7375	614
Statutory Bonus	28800	2400
Medical Reimbursement	15000	1250
Conveyance Allowance	19200	1600
<b>Monthly Gross - (A)</b>		<b>17603</b>
LTA (B)	6500	541
Employer PF Contribution (C)	17039	1419
Annual Guaranteed Cash (D)=(A+B+C)	234783	19565
Gratuity (E)	4517	376
Insurance Costing Mediclaim & GPAI (F)	10700	891
<b>Cost to Company (G)=(D+E+F)</b>	<b>250000</b>	<b>20833</b>

**1) Appraisal Actions**

\* The Bank may pay Performance Bonus/Increment/Appraisal/incentive every year based on the performance of the individual employee, so also the Bank's overall performance.

\* There is no minimum guaranteed Performance Bonus/Increment/Appraisal/incentive. Your Performance Bonus/Increment/Appraisal/ Incentive would depend on your Annual Performance Rating and also the Bank's performance.

**# Eligibility :**

i) Payment of Performance Bonus/Increment/Appraisal/incentive is subject to an employee being on the rolls of the Bank on or before September 30th of any financial year.

ii) You would be eligible for Performance Bonus/Increment/Appraisal/incentive only if you are an active employee and not serving resignation notice as on the date of disbursement of any such payout including Performance Bonus/Increment/Appraisal/incentive.

iii) You would not be eligible for Performance Bonus/Increment/Appraisal/incentive, etc., if you are subjected to disciplinary action or a disciplinary action is contemplated or initiated or an investigation is pending against you.

Yours faithfully,  
For IndusInd Bank Ltd

**Rohit Sujit Sengupta**  
**Regional Resource Manager**  
**Human Resource Department**  
**IndusInd Bank Ltd**

Candidate's Signature: \_\_\_\_\_

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

AL Ref No :5ad29aab7fd64aa9

03-Aug-23

Vyshnavi V Rao

#372/A, 50 Feet Road, Hanumanthnagar,

Bangalore, Karnataka – 560019

Contact No: 7411282408

**Sub: Letter of Appointment**

Dear Vyshnavi V Rao,

We are pleased to offer you the position of Acquisition Relationship Manager - NR in the grade of EXE for NR Business department in the Junior Management cadre of the Bank. Your appointment will be effective from the date you report for duty which shall not be later than 07-Aug-23. You are therefore requested to report for duty on or before the said date at the initial place of posting as mentioned below. This letter of appointment is open for acceptance up to 07-Aug-23. This letter of appointment carries the terms and conditions of employment currently applicable in the Bank. The Bank may revise these as deemed fit from time to time.

1. You are initially posted at the Bank's Uttarahalli Branch in Bengaluru. Your appointment in the Bank is subject to transfer to any other departments/location depending upon the Bank's requirements. Your employment may also be subject to transfer to any of the Bank's associate or subsidiary units.
2. Your employment in the Bank shall begin with a probation of 6 (six) months and you would be confirmed in the employment of the Bank upon successful completion of the probation. Your overall performance, output, conduct and behaviour during the probation will be judged by your reporting manager and Human Resources, before confirming you in the employment. You will be considered and treated as 'On Probation' and 'not being confirmed in the employment of the Bank' until you are specifically informed in writing by the Human Resources Department of the Bank.
3. You will be governed by the Bank's HR policies, service rules and rules of conduct prevailing in the Bank from time to time. The above may be amended from time to time without notice. You are expected to adhere to all rules and policies of the Bank.
4. Your remuneration package on an all-inclusive Cost to Company basis with components thereof is provided in Annexure I. The same shall be subject to the prevalent tax laws.
5. Your appointment in the Bank and continuance thereof shall be subject to your being medically fit for the Bank's employment. However, the Bank upon its sole discretion may request for a medical examination/test from a Medical Practitioner/Surgeon/Medical Officer acceptable to the Bank, from time to time.
6. Your appointment in the Bank and continuance thereof shall be subject to your credentials such as education, qualification, professional experience and personal details being found genuine. The Bank verifies this information as a part of its background verification process. Should any of the above information be found to be deliberately incorrect, the Bank may take appropriate steps as required.

Candidate's signature: \_\_\_\_\_

7. Your employment and continuance in the Bank would be subject to the fact that there are no misconducts, violations or breach of laws during the tenure of your employment with the Bank. Should there be good or sufficient reasons for the Bank to doubt the above, the management may initiate disciplinary and consequential action as per the code of conduct and applicable policies of the Bank.
8. In case you are found to be responsible for any loss which can be directly attributed to you, partly or substantially, the Bank shall have right to initiate appropriate legal action, as may be deemed fit for recovery of such loss.
9. You may leave the employment of the Bank by way of tendering resignation while on 'Probation' by mandatorily serving a notice of 30 days, after tendering the notice of resignation in the manner provided by the Bank from time to time. However, a confirmed employee desirous of leaving the services of the Bank, shall mandatorily serve a notice of 90 days on tendering the resignation.
10. In exceptional circumstances, the Bank solely at its discretion may allow early relieving against pay of notice in lieu thereof, as may be decided by the competent authority at its discretion. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else*
11. The Bank has the discretion to accept, reject or extend the notice of resignation, in case a disciplinary action is underway or deemed necessary due to any act of commission or omission by yourself.
12. A resignation submitted by you, will be deemed irrevocable after its acceptance. This acceptance either through PULSE or an e-mail or a written letter supersedes your right to call back the resignation, once accepted.
13. Upon you being issued a resignation acceptance and your serving the entire notice period your full & final settlement will be completed. The Bank will not issue a relieving letter or a certificate of employment, if you abandon the employment during the course of your serving the notice. The Bank will also be at liberty to take any necessary action as deemed fit.
14. During the employment you are expected to adhere to all the rules and policies of the Bank as applicable from time to time. Should any dispute arise in connection with your contract/employment with the Bank, the same may be referred to the Competent Courts at Mumbai. While adhering to the policies and rules, should a grievance arise, you are expected to follow the chain of protocol and exhaust all internal means and redressal systems before approaching an external authority as the last resort.
15. You are expected to adhere to all service rules, Code of Conduct, non-disclosure items and confidentiality agreements, keeping the sole interest of the Bank in mind. You are expected to discharge your duties and responsibilities with utmost integrity and honesty.
16. You will superannuate at the age of 60 years. As such, you will automatically retire from and cease to be in the services of the Bank on attaining the age of 60 years. Your age mentioned in your personal records will be deemed to be the conclusive proof of your date of birth.

**Candidate's signature:**\_\_\_\_\_

17. Should the Bank for any reason find you unfit for work or has lost confidence in you or finds you medically unfit, the Bank may terminate your employment by giving you a notice of 30 days for a probationer and 90 days for a confirmed employee or pay in lieu thereof or a combination of both. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else.* In case of termination / dismissal the Bank is not obliged to make this pay.
18. Your working hours will be as per the Bank's HR policy. However, in unusual situations and during exigencies of work, you are expected to put in extra hours and efforts in the interest of the Bank.
19. You are expected not to divulge confidential information or data that you may come across during the course of employment with the Bank. The Bank retains the right to take any and every legal action at its recourse should such a data/confidentiality breach occur.  
Data for the purpose of this clause refers to every single piece of information related and inherent to the Banks business.
20. You shall at all times indemnify and keep the Bank indemnified against all sums or expenses paid or incurred by the Bank in connection with any action caused by a fault or neglect at your end. You shall also safeguard the interest of the Bank and all its property and shall do nothing that shall compromise the interest of the Bank. Further, you are expected to use all the Bank's gadgets and properties solely for the work it is meant for and to further the interest of the Bank, and not for the personal use.

You will return to the Bank within 24 hours of severance of your employment, all the properties of the Bank including the laptops, ID cards, official documents and all such other assets under your custody which you were using for the furtherance of your services to the Bank.

21. During the course of your employment with the Bank you would come across, data, user ids and passwords, confidential information, strategic documents, confidential plans and various other crucial information inherent to the success of the Bank. You are expected not to share/divulge any of this with any other person outside yourself or your immediate team. Any such sharing detrimental to the Bank's interest would invite necessary and appropriate action by the Bank in a bid to safeguard its interest.
22. During the employment with the Bank, you will not engage in any acts considered by the Bank as prejudicial to the interest of the Bank. You will not carry on or engage in any business or employment or vocation (part-time or full-time). On Joining your full time and attention will be towards the interest of the Bank.
23. On Joining, you would need to submit self-attested copy of relieving letters from last 2 organisations. This needs to be completed within 45 days of your joining the Bank. In case you fail to submit the same within the specified period the Bank may take appropriate steps as required.
24. You shall intimate in writing to all your reporting authorities and to the Bank's Human Resources Department about any changes in your personal information including address, contact details, medical status or any other information that has a direct bearing to your continuance with the Bank or functioning of the Bank itself.

**Candidate's signature:**\_\_\_\_\_

25. This provisions hereof shall be interpreted, determined and enforced in accordance with the prevailing laws of India.

In the event of any dispute or disagreement (includes non-joining of the employee for any reason after giving acceptance to this offer letter) over the interpretation of any of the terms herein contained or may claim or liability of any party, the same shall be referred to a person to be nominated by IndusInd Bank, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Employee confirms that the fact that the arbitrator shall be a nominee of IndusInd Bank shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of the 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.

Further it is agreed between the Parties that the arbitrator may send the notices, claim statement, document, replies, counters, adjournment letters etc., of the arbitration proceeding to his/her its registered e-mail id or mobile number of the Parties and the same shall be considered as proper service on the Parties. The Arbitrator may record oral evidence through video calling facility also.

26. During your initial joining period, you would receive Code of Conduct, confidential agreements and rules of discipline as indicated in this letter of appointment. You are expected to familiarize with all these policies and documents and sign them as a token of your acceptance of the appointment letter of the Bank.

We are happy to have you on-board with us and look forward to a long and fruitful association.

Your faithfully,  
**For IndusInd Bank Ltd**

**Rohit Sujit Sengupta**  
**Regional Resource Manager**  
**Human Resources Department**  
**IndusInd Bank Ltd**

**Candidate's signature:\_\_\_\_\_**

**Enclosed:**

- (1) Acknowledgment of the Letter of Appointment
- (2) **Annexure - I**

**To,  
The Human Resource Department,  
IndusInd Bank Limited,**

**Sub: Acceptance Of Letter Of Appointment**

Dear Sir/Madam,

I have carefully read and understood all the terms conditions contained in the Letter of Appointment, dated 03-Aug-23 and hereby confirm my unconditional acceptance of the same. I hereby unconditionally undertake and give assurance that I will adhere, follow all the terms and conditions of the said Letter of Appointment. I also unconditionally undertake and give unconditional assurance to IndusInd Bank Limited, that:

1. I will never defy or make breach of any of the terms and conditions mentioned in the said Letter of Appointment or any other terms and conditions existing in the Bank or which may be introduced by the Bank from time to time.
2. I will never claim, any time, that I have misunderstood or did not understand or that I was made to misunderstand or that I was forced to accept the terms and conditions of the said Letter of Appointment.
3. I will not claim or allege any time in future, that the terms and conditions of the said Letter of Appointment are arbitrary or unilateral or illegal or against my right to work or right to change the employment without serving the agreed period of notice.
4. I will not leave or discontinue or resign or abandon the employment with the Bank without giving prior notice, as stipulated in the Letter of Appointment, which I have read and clearly understood.
5. I will never allege or blame the Bank or its officials about the terms and conditions contained of the said Letter of Appointment or contest them in a court of law or a statutory authority, alleging arbitrariness, whimsically or unilateralism or illegality or unlawfulness.
6. I will, at all time, shall abide by the rules, regulations and guidelines of the Bank, as may be issued from time to time. I will adhere to the rules of discipline and code of conduct and escalation matrix about the grievances redressal matrix for the employees. I will, follow and adhere with the decorum and protocol of escalation and will escalate the employment related issues to my reporting manager or to the skip manager or to his manager and then to the concerned HR Partner, except in case where direct reporting is permissible in accordance with a published policy of the Bank.
7. I will adhere with and shall first exhaust the escalation matrix within the Bank, before resorting to or approaching any outside agencies or authorities and shall never encourage or allow any employees or customers or constituents from approaching any outside agencies or authorities before completely exhausting the internal escalation matrix and redressal mechanisms.

8. I declare that I will faithfully, truly and to the best of my skill and ability execute and perform the duties required of me as an employee/executive and in such capacity as may be called upon, by IndusInd Bank Limited, from time to time. I hereby undertake to exercise delegated powers granted to me through the Power of Attorney / Scheme of Delegation of powers etc. in a bonafide manner with due prudence and diligence. I undertake to exercise these powers in the interest of the Bank.
9. I declare that I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of IndusInd Bank or the affairs of any person having dealing with the IndusInd Bank. I will not allow any such person to inspect or have access to any books or documents belonging to or in the possession of IndusInd Bank and relating to the business of IndusInd Bank or the business of any person having any dealing with IndusInd Bank.
10. I declare that I am not an un-discharged insolvent or bankrupt, nor have at any time been adjudicated insolvent or suspended payment or compounded with any creditors, or been convicted by a criminal court of an offence involving moral turpitude. I also declare that I have not been associated with any criminal actions in the past and have never been convicted by a court for any criminal activities.
11. I am aware and declare that I will be free to participate in social media sites, such as Facebook, LinkedIn, Twitter, etc. or on such sites/blogs which may come in to existence or use in future. I declare that I will not share any data or information or participate in any discussion on such social media sites/blogs or in any such manner about the Bank's business activities, Bank's policies, Bank's employees/executives, Bank's affairs or anything about the Bank, to anyone outside the Bank either through such social media sites/blogs or by any other means or medium of communication.
12. This declaration shall be effective from the date of my joining in the Bank and shall continue to be effective and applicable to me even after my ceasing to be an employee/executive of the Bank.

I wish to unconditionally state that I am in need of this employment and with this in view, I have carefully studied all the terms and conditions contained in the said Letter of Appointment and thereafter I have made up my mind to take up this employment and accept the said Letter of Appointment, unconditionally.

I shall report as per this letter, at \_\_\_\_\_ on \_\_\_\_\_.

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

**Signature of the Candidate:**

**Place:** \_\_\_\_\_

**Full Name:**

**Contact No.**

**Mobile No.:**

**E-mail address:**

**Full address for communication:**

Welcome Onboard! IndusInd Bank has a well defined, structured Onboarding process. To facilitate completion of these formalities, you are requested to submit the below mentioned documents to your Regional HR / Reporting Manager.

- Graduation Degree / Certificate
- Last Degree & Diploma Certificate and Marksheet
- AMFI Certificate / IRDA (for Relationship Manager - Branch Banking)
- Proof of Name Change, if applicable (any of below)
  - Marriage Certificate
  - Affidavit with both the names mentioned in it
  - Gazette Copy of Name Change
- Proof of Identity & DOB
  - PAN Card
  - Aadhar Card
  - Driving License
  - Passport
  - Election Card / Voter Id
- Proof of Residence
  - Lease & License Agreement
  - Driving License
  - Aadhar Card
  - Election Card / Voter Id
  - Latest Bank Statement / Passbook which has employee name
  - Latest Electricity Bill / Telephone Bill with employee name
- Relieving letter to be submitted within 30 days from the date of joining (from immediate previous employer)



**Annexure - I**

<b>Letter Date:</b>		03-Aug-23	
Candidate Name:	Shwethashree E	Organization Unit (OU):	CBA-Channels-NR
Contact Address:	15-B 6th cross kanaka nagar manjunath layout Bangalore 560078	Branch:	Uttarahalli Branch
Grade:	EXE	City:	Bengaluru
Designation:	Acquisition Relationship Manager - NR	Reporting Manager ECN:	140384
Function (Business Unit):		Reporting Manager Name:	B Abhishek
Department:	NR Business	Cost Center Code:	8062

Compensation Heads	Rs. (Per Annum)	Rs. (Per Month)
Basic	93913	7826
HRA	46956	3913
Officer Allowance	7375	614
Statutory Bonus	28800	2400
Medical Reimbursement	15000	1250
Conveyance Allowance	19200	1600
<b>Monthly Gross - (A)</b>		<b>17603</b>
LTA (B)	6500	541
Employer PF Contribution (C)	17039	1419
Annual Guaranteed Cash (D)=(A+B+C)	234783	19565
Gratuity (E)	4517	376
Insurance Costing Mediclaim & GPAI (F)	10700	891
<b>Cost to Company (G)=(D+E+F)</b>	<b>250000</b>	<b>20833</b>

**1) Appraisal Actions**

\* The Bank may pay Performance Bonus/Increment/Appraisal/incentive every year based on the performance of the individual employee, so also the Bank's overall performance.

\* There is no minimum guaranteed Performance Bonus/Increment/Appraisal/incentive. Your Performance Bonus/Increment/Appraisal/ Incentive would depend on your Annual Performance Rating and also the Bank's performance.

**# Eligibility :**

- Payment of Performance Bonus/Increment/Appraisal/incentive is subject to an employee being on the rolls of the Bank on or before September 30th of any financial year.
- You would be eligible for Performance Bonus/Increment/Appraisal/incentive only if you are an active employee and not serving resignation notice as on the date of disbursement of any such payout including Performance Bonus/Increment/Appraisal/incentive.
- You would not be eligible for Performance Bonus/Increment/Appraisal/incentive, etc., if you are subjected to disciplinary action or a disciplinary action is contemplated or initiated or an investigation is pending against you.

Yours faithfully,  
For IndusInd Bank Ltd

**Rohit Sujit Sengupta**  
**Regional Resource Manager**  
**Human Resource Department**  
**IndusInd Bank Ltd**

Candidate's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

AL Ref No :5ad29aab7fd64aa9

03-Aug-23

Shwethashree E  
15-B 6th cross kanaka nagar manjunath layout  
Bangalore 560078  
Contact No: 9901838650

**Sub: Letter of Appointment**

Dear Shwethashree E

We are pleased to offer you the position of Acquisition Relationship Manager - NR in the grade of EXE for NR Business department in the Junior Management cadre of the Bank. Your appointment will be effective from the date you report for duty which shall not be later than 07-Aug-23. You are therefore requested to report for duty on or before the said date at the initial place of posting as mentioned below. This letter of appointment is open for acceptance up to 07-Aug-23. This letter of appointment carries the terms and conditions of employment currently applicable in the Bank. The Bank may revise these as deemed fit from time to time.

1. You are initially posted at the Bank's Uttarahalli Branch in Bengaluru. Your appointment in the Bank is subject to transfer to any other departments/location depending upon the Bank's requirements. Your employment may also be subject to transfer to any of the Bank's associate or subsidiary units.
2. Your employment in the Bank shall begin with a probation of 6 (six) months and you would be confirmed in the employment of the Bank upon successful completion of the probation. Your overall performance, output, conduct and behaviour during the probation will be judged by your reporting manager and Human Resources, before confirming you in the employment. You will be considered and treated as 'On Probation' and 'not being confirmed in the employment of the Bank' until you are specifically informed in writing by the Human Resources Department of the Bank.
3. You will be governed by the Bank's HR policies, service rules and rules of conduct prevailing in the Bank from time to time. The above may be amended from time to time without notice. You are expected to adhere to all rules and policies of the Bank.
4. Your remuneration package on an all-inclusive Cost to Company basis with components thereof is provided in Annexure I. The same shall be subject to the prevalent tax laws.
5. Your appointment in the Bank and continuance thereof shall be subject to your being medically fit for the Bank's employment. However, the Bank upon its sole discretion may request for a medical examination/test from a Medical Practitioner/Surgeon/Medical Officer acceptable to the Bank, from time to time.
6. Your appointment in the Bank and continuance thereof shall be subject to your credentials such as education, qualification, professional experience and personal details being found genuine. The Bank verifies this information as a part of its background verification process. Should any of the above information be found to be deliberately incorrect, the Bank may take appropriate steps as required.

**Candidate's signature:**\_\_\_\_\_

7. Your employment and continuance in the Bank would be subject to the fact that there are no misconducts, violations or breach of laws during the tenure of your employment with the Bank. Should there be good or sufficient reasons for the Bank to doubt the above, the management may initiate disciplinary and consequential action as per the code of conduct and applicable policies of the Bank.
8. In case you are found to be responsible for any loss which can be directly attributed to you, partly or substantially, the Bank shall have right to initiate appropriate legal action, as may be deemed fit for recovery of such loss.
9. You may leave the employment of the Bank by way of tendering resignation while on 'Probation' by mandatorily serving a notice of 30 days, after tendering the notice of resignation in the manner provided by the Bank from time to time. However, a confirmed employee desirous of leaving the services of the Bank, shall mandatorily serve a notice of 90 days on tendering the resignation.
10. In exceptional circumstances, the Bank solely at its discretion may allow early relieving against pay of notice in lieu thereof, as may be decided by the competent authority at its discretion. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else*
11. The Bank has the discretion to accept, reject or extend the notice of resignation, in case a disciplinary action is underway or deemed necessary due to any act of commission or omission by yourself.
12. A resignation submitted by you, will be deemed irrevocable after its acceptance. This acceptance either through PULSE or an e-mail or a written letter supersedes your right to call back the resignation, once accepted.
13. Upon you being issued a resignation acceptance and your serving the entire notice period your full & final settlement will be completed. The Bank will not issue a relieving letter or a certificate of employment, if you abandon the employment during the course of your serving the notice. The Bank will also be at liberty to take any necessary action as deemed fit.
14. During the employment you are expected to adhere to all the rules and policies of the Bank as applicable from time to time. Should any dispute arise in connection with your contract/employment with the Bank, the same may be referred to the Competent Courts at Mumbai. While adhering to the policies and rules, should a grievance arise, you are expected to follow the chain of protocol and exhaust all internal means and redressal systems before approaching an external authority as the last resort.
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16. You will superannuate at the age of 60 years. As such, you will automatically retire from and cease to be in the services of the Bank on attaining the age of 60 years. Your age mentioned in your personal records will be deemed to be the conclusive proof of your date of birth.

**Candidate's signature:**\_\_\_\_\_

17. Should the Bank for any reason find you unfit for work or has lost confidence in you or finds you medically unfit, the Bank may terminate your employment by giving you a notice of 30 days for a probationer and 90 days for a confirmed employee or pay in lieu thereof or a combination of both. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else.* In case of termination / dismissal the Bank is not obliged to make this pay.
18. Your working hours will be as per the Bank's HR policy. However, in unusual situations and during exigencies of work, you are expected to put in extra hours and efforts in the interest of the Bank.
19. You are expected not to divulge confidential information or data that you may come across during the course of employment with the Bank. The Bank retains the right to take any and every legal action at its recourse should such a data/confidentiality breach occur.  
Data for the purpose of this clause refers to every single piece of information related and inherent to the Banks business.
20. You shall at all times indemnify and keep the Bank indemnified against all sums or expenses paid or incurred by the Bank in connection with any action caused by a fault or neglect at your end. You shall also safeguard the interest of the Bank and all its property and shall do nothing that shall compromise the interest of the Bank. Further, you are expected to use all the Bank's gadgets and properties solely for the work it is meant for and to further the interest of the Bank, and not for the personal use.

You will return to the Bank within 24 hours of severance of your employment, all the properties of the Bank including the laptops, ID cards, official documents and all such other assets under your custody which you were using for the furtherance of your services to the Bank.

21. During the course of your employment with the Bank you would come across, data, user ids and passwords, confidential information, strategic documents, confidential plans and various other crucial information inherent to the success of the Bank. You are expected not to share/divulge any of this with any other person outside yourself or your immediate team. Any such sharing detrimental to the Bank's interest would invite necessary and appropriate action by the Bank in a bid to safeguard its interest.
22. During the employment with the Bank, you will not engage in any acts considered by the Bank as prejudicial to the interest of the Bank. You will not carry on or engage in any business or employment or vocation (part-time or full-time). On Joining your full time and attention will be towards the interest of the Bank.
23. On Joining, you would need to submit self-attested copy of relieving letters from last 2 organisations. This needs to be completed within 45 days of your joining the Bank. In case you fail to submit the same within the specified period the Bank may take appropriate steps as required.
24. You shall intimate in writing to all your reporting authorities and to the Bank's Human Resources Department about any changes in your personal information including address, contact details, medical status or any other information that has a direct bearing to your continuance with the Bank or functioning of the Bank itself.

**Candidate's signature:** \_\_\_\_\_

25. This provisions hereof shall be interpreted, determined and enforced in accordance with the prevailing laws of India.

In the event of any dispute or disagreement (includes non-joining of the employee for any reason after giving acceptance to this offer letter) over the interpretation of any of the terms herein contained or may claim or liability of any party, the same shall be referred to a person to be nominated by IndusInd Bank, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Employee confirms that the fact that the arbitrator shall be a nominee of IndusInd Bank shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of the 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.

Further it is agreed between the Parties that the arbitrator may send the notices, claim statement, document, replies, counters, adjournment letters etc., of the arbitration proceeding to his/her its registered e-mail id or mobile number of the Parties and the same shall be considered as proper service on the Parties. The Arbitrator may record oral evidence through video calling facility also.

26. During your initial joining period, you would receive Code of Conduct, confidential agreements and rules of discipline as indicated in this letter of appointment. You are expected to familiarize with all these policies and documents and sign them as a token of your acceptance of the appointment letter of the Bank.

We are happy to have you on-board with us and look forward to a long and fruitful association.

Your faithfully,  
**For IndusInd Bank Ltd**

**Rohit Sujit Sengupta**  
**Regional Resource Manager**  
**Human Resources Department**  
**IndusInd Bank Ltd**

Candidate's signature: \_\_\_\_\_

**Enclosed:**

- (1) Acknowledgment of the Letter of Appointment
- (2) **Annexure - I**

**To,  
The Human Resource Department,  
IndusInd Bank Limited,**

**Sub: Acceptance Of Letter Of Appointment**

Dear Sir/Madam,

I have carefully read and understood all the terms conditions contained in the Letter of Appointment, dated 03-Aug-23 and hereby confirm my unconditional acceptance of the same. I hereby unconditionally undertake and give assurance that I will adhere, follow all the terms and conditions of the said Letter of Appointment. I also unconditionally undertake and give unconditional assurance to IndusInd Bank Limited, that:

1. I will never defy or make breach of any of the terms and conditions mentioned in the said Letter of Appointment or any other terms and conditions existing in the Bank or which may be introduced by the Bank from time to time.
2. I will never claim, any time, that I have misunderstood or did not understand or that I was made to misunderstand or that I was forced to accept the terms and conditions of the said Letter of Appointment.
3. I will not claim or allege any time in future, that the terms and conditions of the said Letter of Appointment are arbitrary or unilateral or illegal or against my right to work or right to change the employment without serving the agreed period of notice.
4. I will not leave or discontinue or resign or abandon the employment with the Bank without giving prior notice, as stipulated in the Letter of Appointment, which I have read and clearly understood.
5. I will never allege or blame the Bank or its officials about the terms and conditions contained of the said Letter of Appointment or contest them in a court of law or a statutory authority, alleging arbitrariness, whimsically or unilateralism or illegality or unlawfulness.
6. I will, at all time, shall abide by the rules, regulations and guidelines of the Bank, as may be issued from time to time. I will adhere to the rules of discipline and code of conduct and escalation matrix about the grievances redressal matrix for the employees. I will, follow and adhere with the decorum and protocol of escalation and will escalate the employment related issues to my reporting manager or to the skip manager or to his manager and then to the concerned HR Partner, except in case where direct reporting is permissible in accordance with a published policy of the Bank.
7. I will adhere with and shall first exhaust the escalation matrix within the Bank, before resorting to or approaching any outside agencies or authorities and shall never encourage or allow any employees or customers or constituents from approaching any outside agencies or authorities before completely exhausting the internal escalation matrix and redressal mechanisms.

8. I declare that I will faithfully, truly and to the best of my skill and ability execute and perform the duties required of me as an employee/executive and in such capacity as may be called upon, by IndusInd Bank Limited, from time to time. I hereby undertake to exercise delegated powers granted to me through the Power of Attorney / Scheme of Delegation of powers etc. in a bonafide manner with due prudence and diligence. I undertake to exercise these powers in the interest of the Bank.
9. I declare that I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of IndusInd Bank or the affairs of any person having dealing with the IndusInd Bank. I will not allow any such person to inspect or have access to any books or documents belonging to or in the possession of IndusInd Bank and relating to the business of IndusInd Bank or the business of any person having any dealing with IndusInd Bank.
10. I declare that I am not an un-discharged insolvent or bankrupt, nor have at any time been adjudicated insolvent or suspended payment or compounded with any creditors, or been convicted by a criminal court of an offence involving moral turpitude. I also declare that I have not been associated with any criminal actions in the past and have never been convicted by a court for any criminal activities.
11. I am aware and declare that I will be free to participate in social media sites, such as Facebook, LinkedIn, Twitter, etc. or on such sites/blogs which may come in to existence or use in future. I declare that I will not share any data or information or participate in any discussion on such social media sites/blogs or in any such manner about the Bank's business activities, Bank's policies, Bank's employees/executives, Bank's affairs or anything about the Bank, to anyone outside the Bank either through such social media sites/blogs or by any other means or medium of communication.
12. This declaration shall be effective from the date of my joining in the Bank and shall continue to be effective and applicable to me even after my ceasing to be an employee/executive of the Bank.

I wish to unconditionally state that I am in need of this employment and with this in view, I have carefully studied all the terms and conditions contained in the said Letter of Appointment and thereafter I have made up my mind to take up this employment and accept the said Letter of Appointment, unconditionally.

I shall report as per this letter, at \_\_\_\_\_ on \_\_\_\_\_.

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

**Signature of the Candidate:**

**Place:** \_\_\_\_\_

**Full Name:**

**Contact No.**

**Mobile No.:**

**E-mail address:**

**Full address for communication:**

Welcome Onboard! IndusInd Bank has a well defined, structured Onboarding process. To facilitate completion of these formalities, you are requested to submit the below mentioned documents to your Regional HR / Reporting Manager.

- Graduation Degree / Certificate
- Last Degree & Diploma Certificate and Marksheet
- AMFI Certificate / IRDA (for Relationship Manager - Branch Banking)
- Proof of Name Change, if applicable (any of below)
  - Marriage Certificate
  - Affidavit with both the names mentioned in it
  - Gazette Copy of Name Change
- Proof of Identity & DOB
  - PAN Card
  - Aadhar Card
  - Driving License
  - Passport
  - Election Card / Voter Id
- Proof of Residence
  - Lease & License Agreement
  - Driving License
  - Aadhar Card
  - Election Card / Voter Id
  - Latest Bank Statement / Passbook which has employee name
  - Latest Electricity Bill / Telephone Bill with employee name
- Relieving letter to be submitted within 30 days from the date of joining (from immediate previous employer)



Ref No: HR/APP/002/24  
9<sup>th</sup> January, 2024

To

Rahul V  
28, 3<sup>rd</sup> Cross,  
P F Layout, Vijayanagar,  
Bangalore - 560040.

Dear Rahul,

We are impressed with your credentials, and take pleasure to offer you an appointment at KG Invicta Services Private Limited as "**Junior Process Associate**" on the following lines.

**Place of Work:** Your current location of work will be at Bangalore, Karnataka, India.

**Pay and Benefits:** Your monthly Cost - to - Company (CTC) will be **Rs.21,751/-** (Rupees Twenty One Thousand Seven Hundred and Fifty One only). You are also eligible for a loyalty bonus of **Rs.12,000/-** (Rupees Twelve Thousand Only) on successful completion of each year.

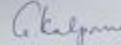
Your CTC breakup is attached in Annexure B. Your compensation is based on your profile and the nature of the assignment and may have no relation to that of others. Hence you are required to keep it confidential.

You will be on training for 3 months from the date of joining. On your successful completion of the training period, you will proceed with the probation period. Your probation period is 6 months, if required this period may be extended at your Manager's discretion. During probation, your services are liable to be terminated by the company without giving any notice or assigning any reason thereof. Your confirmation of services would be subject to your performance meeting the requisite standards, which will be in writing.

Your appointment will be governed by the terms and conditions of the employment which is attached as **Annexure A**. You will also be governed by the rules and regulations of the organization and those may change from time to time.

Your appointment will be effective on your joining date. On acceptance, please sign a copy of this offer of appointment and return the same to the undersigned.

Yours Sincerely,  
For KG Invicta Services Private Limited

  
Kalpana Gopalakrishnan  
Vice President - Administration



Acknowledgement: I accept the offer on the terms and conditions and shall report to work on \_\_\_\_\_

## KG Invicta Services Private Limited

CIN: U74999TZ2024PTC009907 PAN: AAJCK3847L GSTIN: 28AAJCK3847L5X

KGIS, No. 15, JP Nagar, 3<sup>rd</sup> Phase, Bannerghatta Main Road, Bangalore - 560 076, Karnataka, India

080 4096 2041

www.kginvicta.com

info@kgis.co

Corp Office: KGIS Campus, 365, Thudiyalur Road, Sarawansampatti, Coimbatore - 641 035, Tamil Nadu, India Ph: 91 (422) - 4419999



**KPMG Global Services Private Limited**

Building No. 10  
6th Floor, Tower C  
DLF Cyber City, Phase II  
Gurugram 122 002, Haryana  
Telephone +91 124 612 8500

**29 November 2023**

**Kanisha**

**No 235 , 1st floor ,1st cross ,  
New BDA layout, Chamundi Nagar ,  
Girinagar, BSK 3rd stage  
Bangalore 560085**

**Dear Kanisha,**

On behalf of **KPMG Global Services Private Limited** (the 'Company'/ 'Firm'/ 'Employer'), I am pleased to offer you the position of **Associate 1 in Tax** with the Company. You will be reporting to **Kiran Malepat** or such other person as authorized by the Company.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **11 December 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('Company Policy'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). The Company may at its discretion, extend the probationary period for a further period if the situation demands. Until such Confirmation Letter is issued, you are deemed to be on probation.

**Provisional Offer**

The offer is conditional upon you being eligible to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment. This offer is subject to the successful completion of the academic course which you are currently pursuing..

The offer also is subject to your completion of, to the Company's satisfaction, comprehensive background screening procedures, including without limitation, education, employment, residence, identity and other verifications; criminal records and civil database checks; and



various compliance authority checks. You agree to provide to the Company and/or any background screening service provider of the Company all information necessary to conduct such background screening procedures within 5 days, and hereby represents and warrants that such information provided is and will be accurate and complete. You further consent to the collection, storage and independent verification of the information provided to the Company and/or any background screening service provider of the Company by the Employee for such employment purposes in terms of Clause 12 of this Agreement.

In the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, the same shall constitute breach of discipline and your services will be liable to be terminated with immediate effect without notice and with no liability to make any further payment to you.

The terms and conditions of your employment with the Company shall be as follows:

#### 1. Your General Duties

- 1.1. Your immediate Performance Manager will communicate the details of your role and work responsibilities in the initial weeks of joining the Company. During your employment, the Company may require you to work on any project that you are assigned to, or any technical platforms/ skills and nature of the project, in differentiated work timings, at designated workspace and location as may be decided by the Company.
- 1.2. In addition to the roles and work responsibilities, you hereby undertake to, at all times:
  - a. Comply with Independence and Risk Policies applicable to personnel in all functions. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships. The Company's independence and risk policies apply to personnel in all functions irrespective of the entity to which you belong to. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Company's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Clause 11 below. Please refer to Annexure 3 for further details.
  - b. Comply with Prevention of Insider Trading policy- you shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your employment with the Company or thereafter, any securities issued by any past, present or prospective customer/client of the Company in respect of



which you have obtained privileged information by virtue of or in connection with your employment with the Company.

- c. Comply with the Company's policies at all times and to abide by the provisions of the policies as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Clause 11 below. The terms of the Company's policies shall form part and parcel of this Agreement.
- d. Comply with Social Media Policy: You shall ensure compliance with the Social Media policy of the Company as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Company, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the Company's policies and shall be subject to the Company's disciplinary process.
- e. Disclosure and Personal Conflicts: In addition to your obligations under the Company's policies, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Company in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Company's policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Company's disciplinary process.

## 2. Compensation

- 2.1. Your total fixed Compensation shall be INR **365000/- (Rupees Three Lakh Sixty Five Thousand)** per annum, payable monthly in arrears as detailed in Annexure 1.
- 2.2. In addition to the basic salary mentioned above, you shall be entitled to certain additional allowances and benefits which are further listed in Annexure 1 and 2 below.



- 2.3. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.
- 2.4. As per the prevalent policy any employee joining on or before 31st March of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of issuance of the increment letter.
- 2.5. Any employee joining on or before 30 June of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of disbursement of performance incentive.

### 3. Working Hours

- 3.1. Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

You will be required to work **(8)** hours a day excluding thirty (30) minutes break for lunch. The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

### 4. Location and Travel

- 4.1. You shall be based in Bangalore and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.
- 4.2. You shall travel to such places, within or outside India, as the Company may from time to time require in relation to the Company's business.

### 5. Leaves and Holidays

- 5.1. You shall be entitled to 22 days (working days) in a performance year in accordance with the Company Policy subject to the applicable law.



- 5.2. In addition to the above, you will also be entitled to statutory holidays, as may be notified in the list of holidays to be issued by the Company at the start of calendar year.
- 5.3. You are also entitled to other leaves such as Well-being/Sick leave, compassionate leave, family caregiver leave etc which are more detailed in the Company's policies.
- 5.4. Maternity Benefits [For Women employees only]: You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.
- 5.5. Leave Beyond Entitlement: If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.

## 6. Confidential Information

- 6.1. For the purposes of this Agreement, 'Confidential Information' in relation to the Company means:-
  - a. trade secrets.
  - b. lists or details of its suppliers, their services, or customers and the services and their terms of business.
  - c. prices charged to and terms of business with clients.
  - d. marketing plans and revenue forecasts.
  - e. any proposals relating to the future of Company or any of its business or any part thereof.
  - f. details of its employees and officers and of the remuneration and other benefits





protect the secrecy of and avoid disclosure or use of Confidential Information of the Company, in order to prevent it from coming in public domain or in the possession of persons other than those persons authorized to have any such information. You further agree to forthwith notify the Company in writing of any actual or suspected misuse, misappropriation or unauthorized disclosure of the Company's Confidential Information which may come to your attention.

- 6.4. You agree, except as otherwise expressly authorized by the Company, not to make any copies or duplicates of any of the Company's Confidential Information. Any materials or documents that have been furnished by the Company to you in connection with the employment relationship shall be promptly returned by you to the Company, accompanied by all the copies of such documentation, with ten days from the (a) termination of employment or (b) written request of the Company.
- 6.5. This obligation shall be valid for the time of the employment relationship as well as after its termination, regardless of the reason for the termination of the Agreement.

## 7. Intellectual Property

- 7.1. You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Company, including without limitation, 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 Company. 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.
- 7.2. You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

## 8. External Employment Conditions

- 8.1. During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written





approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your Performance Manager.

## 9. Indemnity

- 9.1. You acknowledge and agree that you shall indemnify and keep the Company indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Company directly or indirectly due to any breach of the terms of your employment including the Company's policies.
- 9.2. In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Company will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.
- 9.3. The above rights of the Company are not the sole and exclusive remedy and are in addition to any other rights the Company may have either under law or in contract or by operation of any other policy/document.

## 10. Retirement

- 10.1. The retirement age for the Company currently is 60 years. Please refer to the company's policy for further details.

## 11. Termination

- 11.1. During the Probation Period, The company may Terminate this agreement without assigning any reasons upon 60 days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the Probation Period the Employee may also terminate this Agreement without assigning any reasons upon 60 days prior notice in writing or payment by you to the Company of the salary in lieu thereof. In such an event and in addition to 60 days written notice or salary in lieu thereof, the Company shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Company at the time of your joining the employment of the Company, as well as the total cost incurred by the Company and/or expenses reimbursed to you by whatever name called (if any), including without limitation, any expense/ cost incurred/expended in connection with your relocation.
- 11.2. Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon 60 days prior written notice by the Party



desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Company on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Company such joining bonus/sign-on bonus as paid to you by the Company which shall be in addition to the 60 days written notice or salary in lieu thereof or a combination thereof. Further, in case any costs have been incurred by the Company or any expenses have been reimbursed to you, including but not limited to any relocation benefits, and you exercise the option of termination this Agreement, or your agreement is terminated by the Company on grounds mentioned above within 12 months of joining, the Company shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Company and/or expenses reimbursed to you including without limitation, as incurred/expended in connection with your relocation.

- 11.3. In case of termination of employment under Clause 11.1 and 11.2 above, you may be required to go on a paid leave until the end of your notice period at the Company's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 11.4. With the exception as laid out in Clause 11.3 above, except where expressly permitted, you shall not be entitled to any leave while serving your notice period under this Agreement.
- 11.5. Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination), if you:
  - a. fail to satisfactorily complete the Company's background screening checks;
  - b. are found to have engaged in any act of misconduct or negligence in the discharge of his/ her duties or in the conduct of the Company's business; or
  - c. are found to have engaged in any other act or omission, inconsistent with your duties; or
  - d. are found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;



- e. are convicted of any criminal offence; or,
- f. fail to adhere to the policies of the Company
- g. are found to have engaged in unauthorized absence beyond a period of three (3) days.

#### 11.6. Return of Property

- a. For the purposes of this Clause 11.6, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.
- b. The Employee shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Clause 11, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company.

#### 12. Data Protection and retention

- 12.1. The Company (directly and/or through any service provider) shall process your information for legal, personnel, remuneration, pre-employment vetting, administrative and management and other such purposes subject to the applicable laws. Furthermore, you hereby explicitly consent to the holding and processing of the personal and sensitive personal data as per KPMG Policy.
- 12.2. During the course of your employment, you agree to comply with any policies issued by the Company from time to time relating to Data privacy/ data retention and data protection.

#### 13. Governing Law



- 13.1. This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

#### 14. Miscellaneous

- 14.1. Entire Agreement: This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof to the exclusion of all other prior agreements, arrangements or understandings and assurances between the Parties, relating to such subject matter either written or oral. Should any terms of this Agreement conflict with any of the terms of the Company's policy, the terms of the Company's policy shall prevail.
- 14.2. Severability: The various provisions of this Agreement are severable and if any provision or identifiable part of it is held to be invalid, unlawful or unenforceable by any tribunal or court of competent jurisdiction, then such unenforceability shall not affect the enforceability of the remainder of this Agreement which shall continue to be valid and enforceable to the fullest extent permitted by law. In such circumstances, the Employer shall determine in good faith to replace any invalid, unlawful or unenforceable clause or provision with a suitable clause or provision which maintains as far as possible the purpose and effect of this Agreement.
- 14.3. Waiver: No failure or delay on the part of any Party in exercising any right or power under this Agreement shall take effect as a waiver of such right or power under this Agreement.
- 14.4. Survival: Upon termination of this Agreement those sections that by their nature are intended to survive termination, rescission or expiration of this Agreement shall so survive, unless otherwise indicated in this Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company on or before 04-12-2023, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Yours Sincerely,



for KPMG Global Services Private Limited

Indrani Ghoshal  
(Authorized Signatory)

I am pleased to accept the offer contained above.

Kanisha ,  
(Candidate'sName)



**KPMG Global Services Private Limited**

Building No. 10  
6th Floor, Tower C  
DLF Cyber City, Phase II  
Gurugram 122 002, Haryana  
Telephone +91 124 612 8500

**29 November 2023**

**Shamitha ,  
833/963, 1st E Main, Rajendra Prasad Road, Girinagar 2nd Phase,  
Bengaluru-560085**

**Dear Shamitha,**

On behalf of **KPMG Global Services Private Limited** (the 'Company'/ 'Firm'/ 'Employer'), I am pleased to offer you the position of **Associate 1** in **Tax** with the Company. You will be reporting to **Kiran Malepat** or such other person as authorized by the Company.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **11 December 2023**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('Company Policy'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). The Company may at its discretion, extend the probationary period for a further period if the situation demands. Until such Confirmation Letter is issued, you are deemed to be on probation.

**Provisional Offer**

The offer is conditional upon you being eligible to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment. This offer is subject to the successful completion of the academic course which you are currently pursuing..

The offer also is subject to your completion of, to the Company's satisfaction, comprehensive background screening procedures, including without limitation, education, employment, residence, identity and other verifications; criminal records and civil database checks; and



various compliance authority checks. You agree to provide to the Company and/or any background screening service provider of the Company all information necessary to conduct such background screening procedures within 5 days, and hereby represents and warrants that such information provided is and will be accurate and complete. You further consent to the collection, storage and independent verification of the information provided to the Company and/or any background screening service provider of the Company by the Employee for such employment purposes in terms of Clause 12 of this Agreement.

In the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, the same shall constitute breach of discipline and your services will be liable to be terminated with immediate effect without notice and with no liability to make any further payment to you.

The terms and conditions of your employment with the Company shall be as follows:

#### 1. Your General Duties

- 1.1. Your immediate Performance Manager will communicate the details of your role and work responsibilities in the initial weeks of joining the Company. During your employment, the Company may require you to work on any project that you are assigned to, or any technical platforms/ skills and nature of the project, in differentiated work timings, at designated workspace and location as may be decided by the Company.
- 1.2. In addition to the roles and work responsibilities, you hereby undertake to, at all times:
  - a. Comply with Independence and Risk Policies applicable to personnel in all functions. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships. The Company's independence and risk policies apply to personnel in all functions irrespective of the entity to which you belong to. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Company's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Clause 11 below. Please refer to Annexure 3 for further details.
  - b. Comply with Prevention of Insider Trading policy- you shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your employment with the Company or thereafter, any securities issued by any past, present or prospective customer/client of the Company in respect of



which you have obtained privileged information by virtue of or in connection with your employment with the Company.

- c. Comply with the Company's policies at all times and to abide by the provisions of the policies as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Clause 11 below. The terms of the Company's policies shall form part and parcel of this Agreement.
- d. Comply with Social Media Policy: You shall ensure compliance with the Social Media policy of the Company as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Company, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time, shall be construed as a misconduct in terms of the Company's policies and shall be subject to the Company's disciplinary process.
- e. Disclosure and Personal Conflicts: In addition to your obligations under the Company's policies, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Company in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Company's policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Company's disciplinary process.

## 2. Compensation

- 2.1. Your total fixed Compensation shall be INR **365000/- (Rupees Three Lakh Sixty Five Thousand)** per annum, payable monthly in arrears as detailed in Annexure 1.
- 2.2. In addition to the basic salary mentioned above, you shall be entitled to certain additional allowances and benefits which are further listed in Annexure 1 and 2 below.





- 2.3. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.
- 2.4. As per the prevalent policy any employee joining on or before 31st March of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of issuance of the increment letter.
- 2.5. Any employee joining on or before 30 June of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to their rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Company on the date of disbursement of performance incentive.

### 3. Working Hours

- 3.1. Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

You will be required to work **(8)** hours a day excluding thirty (30) minutes break for lunch. The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

### 4. Location and Travel

- 4.1. You shall be based in Bangalore and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.
- 4.2. You shall travel to such places, within or outside India, as the Company may from time to time require in relation to the Company's business.

### 5. Leaves and Holidays

- 5.1. You shall be entitled to 22 days (working days) in a performance year in accordance with the Company Policy subject to the applicable law.



- 5.2. In addition to the above, you will also be entitled to statutory holidays, as may be notified in the list of holidays to be issued by the Company at the start of calendar year.
- 5.3. You are also entitled to other leaves such as Well-being/Sick leave, compassionate leave, family caregiver leave etc which are more detailed in the Company's policies.
- 5.4. Maternity Benefits [For Women employees only]: You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.
- 5.5. Leave Beyond Entitlement: If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.

## 6. Confidential Information

- 6.1. For the purposes of this Agreement, 'Confidential Information' in relation to the Company means:-
  - a. trade secrets.
  - b. lists or details of its suppliers, their services, or customers and the services and their terms of business.
  - c. prices charged to and terms of business with clients.
  - d. marketing plans and revenue forecasts.
  - e. any proposals relating to the future of Company or any of its business or any part thereof.
  - f. details of its employees and officers and of the remuneration and other benefits





protect the secrecy of and avoid disclosure or use of Confidential Information of the Company, in order to prevent it from coming in public domain or in the possession of persons other than those persons authorized to have any such information. You further agree to forthwith notify the Company in writing of any actual or suspected misuse, misappropriation or unauthorized disclosure of the Company's Confidential Information which may come to your attention.

- 6.4. You agree, except as otherwise expressly authorized by the Company, not to make any copies or duplicates of any of the Company's Confidential Information. Any materials or documents that have been furnished by the Company to you in connection with the employment relationship shall be promptly returned by you to the Company, accompanied by all the copies of such documentation, with ten days from the (a) termination of employment or (b) written request of the Company.
- 6.5. This obligation shall be valid for the time of the employment relationship as well as after its termination, regardless of the reason for the termination of the Agreement.

## 7. Intellectual Property

- 7.1. You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Company, including without limitation, 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 Company. 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.
- 7.2. You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

## 8. External Employment Conditions

- 8.1. During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written



approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your Performance Manager.

#### 9. Indemnity

- 9.1. You acknowledge and agree that you shall indemnify and keep the Company indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the Company directly or indirectly due to any breach of the terms of your employment including the Company's policies.
- 9.2. In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Company will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.
- 9.3. The above rights of the Company are not the sole and exclusive remedy and are in addition to any other rights the Company may have either under law or in contract or by operation of any other policy/document.

#### 10. Retirement

- 10.1. The retirement age for the Company currently is 60 years. Please refer to the company's policy for further details.

#### 11. Termination

- 11.1. During the Probation Period, The company may Terminate this agreement without assigning any reasons upon 60 days prior written notice or payment of salary in lieu thereof, at the discretion of the Company. Similarly, during the Probation Period the Employee may also terminate this Agreement without assigning any reasons upon 60 days prior notice in writing or payment by you to the Company of the salary in lieu thereof. In such an event and in addition to 60 days written notice or salary in lieu thereof, the Company shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Company at the time of your joining the employment of the Company, as well as the total cost incurred by the Company and/or expenses reimbursed to you by whatever name called (if any), including without limitation, any expense/ cost incurred/expended in connection with your relocation.
- 11.2. Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon 60 days prior written notice by the Party



desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Company on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Company such joining bonus/sign-on bonus as paid to you by the Company which shall be in addition to the 60 days written notice or salary in lieu thereof or a combination thereof. Further, in case any costs have been incurred by the Company or any expenses have been reimbursed to you, including but not limited to any relocation benefits, and you exercise the option of termination this Agreement, or your agreement in terminated by the Company on grounds mentioned above within 12 months of joining, the Company shall in such case also be entitled to adjust and/or recover from you the total cost incurred by the Company and/or expenses reimbursed to you including without limitation, as incurred/expended in connection with your relocation.

- 11.3. In case of termination of employment under Clause 11.1 and 11.2 above, you may be required to go on a paid leave until the end of your notice period at the Company's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 11.4. With the exception as laid out in Clause 11.3 above, except where expressly permitted, you shall not be entitled to any leave while serving your notice period under this Agreement.
- 11.5. Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination), if you:
  - a. fail to satisfactorily complete the Company's background screening checks;
  - b. are found to have engaged in any act of misconduct or negligence in the discharge of his/ her duties or in the conduct of the Company's business; or
  - c. are found to have engaged in any other act or omission, inconsistent with your duties; or
  - d. are found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;



- e. are convicted of any criminal offence; or,
- f. fail to adhere to the policies of the Company
- g. are found to have engaged in unauthorized absence beyond a period of three (3) days.

#### 11.6. Return of Property

- a. For the purposes of this Clause 11.6, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.
- b. The Employee shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Clause 11, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company.

#### 12. Data Protection and retention

- 12.1. The Company (directly and/or through any service provider) shall process your information for legal, personnel, remuneration, pre-employment vetting, administrative and management and other such purposes subject to the applicable laws. Furthermore, you hereby explicitly consent to the holding and processing of the personal and sensitive personal data as per KPMG Policy.
- 12.2. During the course of your employment, you agree to comply with any policies issued by the Company from time to time relating to Data privacy/ data retention and data protection.

#### 13. Governing Law



- 13.1. This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

#### 14. Miscellaneous

- 14.1. Entire Agreement: This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof to the exclusion of all other prior agreements, arrangements or understandings and assurances between the Parties, relating to such subject matter either written or oral. Should any terms of this Agreement conflict with any of the terms of the Company's policy, the terms of the Company's policy shall prevail.
- 14.2. Severability: The various provisions of this Agreement are severable and if any provision or identifiable part of it is held to be invalid, unlawful or unenforceable by any tribunal or court of competent jurisdiction, then such unenforceability shall not affect the enforceability of the remainder of this Agreement which shall continue to be valid and enforceable to the fullest extent permitted by law. In such circumstances, the Employer shall determine in good faith to replace any invalid, unlawful or unenforceable clause or provision with a suitable clause or provision which maintains as far as possible the purpose and effect of this Agreement.
- 14.3. Waiver: No failure or delay on the part of any Party in exercising any right or power under this Agreement shall take effect as a waiver of such right or power under this Agreement.
- 14.4. Survival: Upon termination of this Agreement those sections that by their nature are intended to survive termination, rescission or expiration of this Agreement shall so survive, unless otherwise indicated in this Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company on or before 04-12-2023, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Yours Sincerely,





for KPMG Global Services Private Limited

Indrani Ghoshal  
(Authorized Signatory)

I am pleased to accept the offer contained above.

Shamitha ,  
(Candidate's Name)



**Magnik India**

C-56/12 Industrial Area, Phase 2,  
Sector 62, Noida, Uttar Pradesh  
201301  
www.magnikindia.com  
info@magnikindia.com

14 March, 2023

**Preetam Yadav**

**Dayananda Sagar Institutions, Bangalore**

**Subject - Offer letter**

**Dear Sir/Ma'am!**

**Congratulations on this new opportunity. We are very excited to offer you a Business Development Executive role within the Sales and marketing department of Magnik India, starting on 17<sup>th</sup> April 2023. You will be reporting to Shaily Goyal.**

**We look forward to your continued growth within your education and career and are excited about the impact you'll make at our company.**

**Your annual CTC will be Rs. 9,00,000 PA with a fixed component of Rs.7,00,000 PA (Rs.58, 333 pm) and Variable component (incentive) Rs.2,00,000 PA (Rs.16,666 pm) based on performance.**

Regards,

*Sameer Rai*

**Sameer Rai**

**Manager, Magnik India**



**Magnik India**

C-56/12 Industrial Area, Phase 2,  
Sector 62, Noida, Uttar Pradesh  
201301  
www.magnikindia.com  
info@magnikindia.com

14 March, 2023

**D Uday Krishna,**

**Dayananda Sagar Institutions, Bangalore**

**Subject - Offer letter**

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**Regards,**

*Sameer Rai*

**Sameer Rai**

**Manager, Magnik India**



**Magnik India**

C-56/12 Industrial Area, Phase 2,  
Sector 62, Noida, Uttar Pradesh  
201301

www.magnikindia.com  
info@magnikindia.com

14 March, 2023

**Dhanush A,**

**Dayananda Sagar Institutions, Bangalore**

**Subject - Offer letter**

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**Regards,**

*Sameer Rai*

**Sameer Rai**

**Manager, Magnik India**



MOZO HUNT PRIVATE LIMITED  
B-261, TOWER-A, New Ashok Nagar,  
Delhi, 110096  
CIN: U74940DL2021PTC387941  
www.mozohunt.com  
info@mozohunt.com

Date: 28/4/2022

**Chandushree. G**

**Dayananda Sagar Institutions  
Bengaluru**

I am pleased to confirm your acceptance of PPO offer as Management Trainee in the Marketing & Sales HR and Finance with (**MOZO HUNT**). Your duties and assignments for this position is as follows (brief description or attach job description).

Your first day of work will be **28 April 2022 to 28<sup>th</sup> June 2022.**

You will work 48 hours per week.

As an intern, you will not be a Company employee. You will not be eligible for any benefits that the Company offers its employees, including, but not limited to, health benefits, holiday pay, vacation pay, sick leave, retirement benefits, you understand that participation in the internship program is not an offer of employment, and successful completion of the internship does not entitle you to employment with the Company. During your internship, you may have access to confidential, proprietary or trade secret information belonging to the Company. You agree that you will keep all of this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all of its property, equipment, and documents.

Your full time employment will be effective from 29<sup>th</sup> June 2022. The remuneration would be Rs 35,000 per month and your annual CTC will be INR 4.02 LPA.

Your full time tenure will be governed by the terms and conditions during the two month term and company can terminate the offer under situations of unsatisfactory or in-disciplinary behavior.

Sincerely,  
Company Representative

**For MOZOHUNT PRIVATE LIMITED**

*Vishakha*

**Vishakha Singh Director**



MOZO HUNT PRIVATE LIMITED  
B-261, TOWER-A, New Ashok Nagar,  
Delhi, 110096  
CIN: U74940DL2021PTC387941  
www.mozohunt.com  
info@mozohunt.com

Date: 28/4/2022

**Goutam Mane**

**Dayananda Sagar Institutions  
Bengaluru**

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Sincerely,  
Company Representative

**For MOZOHUNT PRIVATE LIMITED**

*Vishakha*

**Vishakha Singh Director**



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Delhi, 110096  
CIN: U74940DL2021PTC387941  
www.mozohunt.com  
info@mozohunt.com

Date: 28/4/2022

**Deepika D**

**Dayananda Sagar Institutions  
Bengaluru**

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Sincerely,  
Company Representative

**For MOZOHUNT PRIVATE LIMITED**

*Vishakha*

**Vishakha Singh Director**



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Delhi, 110096  
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www.mozohunt.com  
info@mozohunt.com

Date: 28/4/2022

Lathashree,

Dayananda Sagar Institutions  
Bengaluru

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Sincerely,  
Company Representative

For **MOZOHUNT PRIVATE LIMITED**

*Vishakha*

**Vishakha Singh** Director





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CIN: U74940DL2021PTC387941  
www.mozohunt.com  
info@mozohunt.com

Date: 28/4/2022

Suhas P,

Dayananda Sagar Institutions  
Bengaluru

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Your full time tenure will be governed by the terms and conditions during the two month term and company can terminate the offer under situations of unsatisfactory or in-disciplinary behavior.

Sincerely,  
Company Representative

For MOZOHUNT PRIVATE LIMITED

*Vishakha*

**Vishakha Singh** Director

Letter of Intent

Date: 12/04/2023

Name: SHARATH Y

Location: BENGALURU

Dear SHARATH,

1. We are pleased to inform that you have been shortlisted for the position of Graduate Sales Trainee in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be August 23 failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you within 15 days of issuance of LOL.
4. Your annual compensation breakup shall be as below:
  - Fixed: INR 2,80,000/-
  - Sales Incentives: Upto INR 1, 50,000/- p.a. (As per Sales Incentive Policy)
  - Guaranteed Retention Bonus:
    1. Part 1 (6 Months from DOJ): INR 25,000/
    2. Part 2 (12 Months from payment of payout of Bonus): INR 25,000/-
  - ❖ Fixed CTC is subject to Statutory, Tax Deduction as applicable.
  - ❖ The above retention bonus will be paid if you are active (Not serving Notice Period) and has lock-in period as detailed in your final offer letter.
5. Please carry original and submit the copies of the following documents on the day of joining:
  - a. PAN Card and E- Aadhaar Card
  - b. X & XII passing certificate and Highest Qualification
  - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

  
Authorized Signatory

Letter of Intent

Date: 12/4/2023

Name: AParna Raj

Location: Bengaluru

Dear AParna,

1. We are pleased to inform that you have been shortlisted for the position of Graduate Sales Trainee in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be August 23 failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you within 15 days of issuance of LOI.
4. Your annual compensation breakup shall be as below:
  - Fixed: INR 2,80,000/-
  - Sales Incentives: Upto INR 1, 50,000/- p.a. (As per Sales Incentive Policy)
  - Guaranteed Retention Bonus:
    1. Part 1 (6 Months from DOJ): INR 25,000/
    2. Part 2 (12 Months from payment of payout of Bonus): INR 25,000/-
- ❖ Fixed CTC is subject to Statutory, Tax Deduction as applicable.
- ❖ The above retention bonus will be paid if you are active (Not serving Notice Period) and has lock-in period as detailed in your final offer letter.
5. Please carry original and submit the copies of the following documents on the day of joining:
  - a. PAN Card and E- Aadhaar Card
  - b. X & XII passing certificate and Highest Qualification
  - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

  
Authorized Signatory

Letter of Intent

Date: 12/04/2023

Name: APRA ANJUM

Location: BANGALORE

Dear APRA,

1. We are pleased to inform that you have been shortlisted for the position of Graduate Sales Trainee in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be Aug' 23 failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you within 15 days of issuance of LOL.
4. Your annual compensation breakup shall be as below:
  - Fixed: INR 2,80,000/-
  - Sales Incentives: Upto INR 1, 50,000/- p.a. (As per Sales Incentive Policy)
  - Guaranteed Retention Bonus:
    1. Part 1 (6 Months from DOJ): INR 25,000/
    2. Part 2 (12 Months from payment of payout of Bonus): INR 25,000/-
- ❖ Fixed CTC is subject to Statutory, Tax Deduction as applicable.
- ❖ The above retention bonus will be paid if you are active (Not serving Notice Period) and has lock-in period as detailed in your final offer letter.
5. Please carry original and submit the copies of the following documents on the day of joining:
  - a. PAN Card and E- Aadhaar Card
  - b. X & XII passing certificate and Highest Qualification
  - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

  
Authorized Signatory

Letter Of Intent

Date: 12 - 04 - 23

Name: Neha Sahu

Location: Bangalore

Dear Neha,

1. We are pleased to inform that you have been shortlisted for the position of **Graduate Sales Trainee** in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be August 22, failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you within 15 days of issuance of LOI.
4. Your annual compensation breakup shall be as below:
  - Fixed: INR 2,80,000/-
  - Sales Incentives: Upto INR 1, 50,000/- p.a. (As per Sales Incentive Policy)
  - Guaranteed Retention Bonus:
    1. Part 1 (6 Months from DOJ): INR 25,000/-
    2. Part 2 (12 Months from payment of payout of Bonus): INR 25,000/-
- ❖ Fixed CTC is subject to Statutory, Tax Deduction as applicable.
- ❖ The above retention bonus will be paid if you are active (Not serving Notice Period) and has lock-in period as detailed in your final offer letter.
5. Please carry original and submit the copies of the following documents on the day of joining:
  - a. PAN Card and E- Aadhaar Card
  - b. X & XII passing certificate and Highest Qualification
  - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

  
Authorized Signatory

Letter of Intent

Date: 12/04/2023

Name: Yashwanth

Location: Bangalore

Dear Yashwanth,

1. We are pleased to inform that you have been shortlisted for the position of Graduate Sales Trainee in Sales Department in Niva Bupa Health Insurance.
2. Your date of joining would be Aug 23 failing which, this offer letter shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. This letter is only Letter of Intent and formal offer letter will be issued to you within 15 days of issuance of LOI.
4. Your annual compensation breakup shall be as below:
  - Fixed: INR 2,80,000/-
  - Sales Incentives: Upto INR 1, 50,000/- p.a. (As per Sales Incentive Policy)
  - Guaranteed Retention Bonus:
    1. Part 1 (6 Months from DOJ): INR 25,000/
    2. Part 2 (12 Months from payment of payout of Bonus): INR 25,000/-
- ❖ Fixed CTC is subject to Statutory, Tax Deduction as applicable.
- ❖ The above retention bonus will be paid if you are active (Not serving Notice Period) and has lock-in period as detailed in your final offer letter.
5. Please carry original and submit the copies of the following documents on the day of joining:
  - a. PAN Card and E- Aadhaar Card
  - b. X & XII passing certificate and Highest Qualification
  - c. Cancel Cheque

We look forward to welcoming you, and wish you all the best for this exciting new journey.

For Niva Bupa Health Insurance

  
Authorized Signatory

Dear Mr Bharath,



Congratulations on your appointment and Welcome to SLN INFRA.

SLN INFRA is delighted to empanel you the full- Time position as “Executive Accounts” with an anticipated start date from 20.10.2023

Office Timings – 10:15 AM - 6. 1 5 P. M, ( You will have to work on all the Weekdays and Week - off will be on Sunday ) You are also eligible to take one sick leave Per Month.

Please Note You will be on a Probation period for 90 Days Based on which we will look at the Appraisal. The CTC will be 3,00,000 per annum.

You will not be eligible for full and final settlement if you leave the job without resignation letter and you have to serve 30 days’ notice period from the date of acceptance of your resignation.

We wish you tremendous success in the coming years and look forward to your long-term association and contributions to SLN INFRA

Good Luck & All the Best.

Regards,  
HR Manager  
SLN INFRA

