Offer letter

Rubi Kalwar
Mumbai

23rd October 2021

Dear Rubi Kalwar,

Congratulations! We are pleased to confirm that you have been selected to work for Easy Accounting & Outsourcing Private Limited We are delighted to make you the following job offer.

The position we are offering you is that of Accounts Executive at a monthly all-inclusive salary of 17,000 with an annual cost to company 2,04,000. Your working hours will be from 10:00AM to 6:30PM, Monday to Saturday.

Benefits for the position include:

- Casual Leave of 12 days per annum

We would like you to start work on 08th November 2021 at 10:00AM. Please report to Abhishek Pokharna, for documentation and orientation. If this date is not acceptable, please contact me immediately.

As discussed during the interview your salary will be subject to review after 12 months (on 07.11.2022)

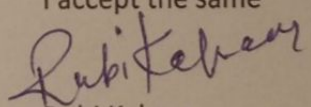
Notice period will be of 30 days and needs to be given in writing.

Please sign the enclosed copy of this letter and return it to me by 08th November 2021 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our APKG & Co and look forward to working with you.

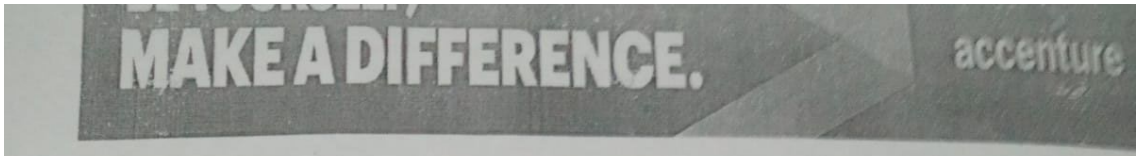
Sincerely,

I accept the same



Rubi Kalwar

Priyanka Jain
Director
Easy Accounting & Outsourcing Pvt Ltd



17-Aug-2019

C3612246
Pon Ramina Alagumuthu Nadar
Room no 431,Ganesh chawl,opposite to Sion Circle,mumbai-37 400037

Dear **Pon Ramina,**

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter to as 'the Company') in **Mumbai**. This letter will officially confirm your annual total earning potential and terms of your employment.

Role- **Transaction Processing New Associate**
Career Level- **13**
Sublevel - **3**
Talent Segment-**Business Process Delivery**
Business Deal-**Non Contact Center**

Your annual total cash compensation will be **INR 231500** and will be structured as per the attached Annexure 1 ' Compensation D will continue to be applicable until further communication on the same. Your annual total earning potential includes:

-Annual fixed compensation of **INR 200000/-**; this includes allowances and statutory benefits and will be structured in accorda Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY19 (September 2018 to August 2019) Individual Performance Programme. Your indicative pay-out can range from **0%** to **15.75%** of the prorated fixed pay in the FY19, subject to the ove conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Cor any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and condit programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disburse payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay financial year.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the exp position for which you are being considered for employment. This offer and your employment with the Company are conti successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its elect to terminate or suspend your employment immediately.

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

Your employment with the Company will be governed by the attached Annexure 2 ' Terms of Employment. You are required and understand these Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employm your employment with the Company is subject to satisfactory completion of verification and/or background or reference ch occur at any time prior to or after your effective start date.

SHRUSTI
REALTY

Appointment Letter for Accountant

Date: 9th January 2021

To,

Mr. Rakesh Desai

Lokmanya Nagar, Thane.

Dear Rakesh,

This is with reference to your application and the subsequent discussions you had with us at the interview on January 9th, 2021, on the following terms and conditions.

1. Designation: Accountant

2. Job Location: Charai, Thane

3. Commencement of Employment: Your employment will be effective with us since Monday,11th January 2021.

4. Salary and Compensation: Your starting salary will be Rs.7500 per month. As discussed in the interview, gradually as per your work performance your salary will increase.

5. Working Hours: The working days will start normally from Monday and end on Saturday. The working hours for your profile will be 10AM to 7PM.

We congratulate you on your appointment and wish you a long career with us. We assure you have a great journey and get our full support for your professional growth and development.

For Shrusti Realty

For Shrusti Realty

SD Bauva

Partner

Basement, Deepanjali CHS, Daji Ramchandra Road, Charai, Thane (W). Tel. : 022-2533 0555 Email : shrusthirealty@gmail.com

HDB FINANCIAL SERVICES



Abdullah Inamullah Khan

Emp Code : A47343

Branch : Mumbai

Emergency✆: 9819110824

Authorised Signatory

7:47

Welcome to The ...
smash.icsi.edu

THE INSTITUTE OF Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

MENU

Welcome To SMASH Portal

Name :	ADITI SUBHAS CHAUHAN
Programme :	Executive
Qualification selected at time of Registration :	Foundation Pass
Registration Number :	440804905/08/2019
Valid Upto :	31/07/2024
Email Address :	aditi.chauhan857@gmail.com
Mobile Number :	918779545756
Phone Number :	
Date Of Birth :	20/06/2000
Father/Spouse's Name :	SUBHAS CHAUHAN
Category :	General
Age(in year) :	22
Gender :	Female
Optional Subject :	N/A
Syllabus:	2017

Photo



Signature



Best viewed on screen resolution 1024x768 pixels
Website best viewed in IE9, Mozila 38.0 and above, Chrome 39.0, Safari 5.0.1

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Powered by: ICSI

September 25,2018

Ref No:CAN041272

Ms. MADHURIMA RAVINDAR GADDAM

Room No. 706, 7Th Floor, Rajgad Co-Op Society, Suman Nagar, Chembur, Mumbai, Pincode: 400071,

Room No. 215, Rahul Nagar-2, Sion Chunabhatti Highway Road, Sion, Mumbai, Pincode: 400022 Mumbai,

Maharashtra - 400071.

Mobile: 8286829501

SUB: EMPLOYMENT

Dear **Ms. MADHURIMA RAVINDAR GADDAM**,

This refers to your application and to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of **"ASSISTANT EXECUTIVE"** in the grade of **"COM3"** in our organization on the following terms and conditions.

1. Your Place of Posting will be at our **KALYAN** located at, 204-205, 2ND FLOOR, MANOVI CITY CENTER, CITY SURVEY NO. 1821 A/2,R. P. ROAD, SHIVAJI CHOWK,KALYAN-421301.
2. You shall be responsible for all functions of the Business Processing department.
3. You will report functionally & administratively to the **Branch Head** & and shall carry out other assignments as delegated to you from time to time.
4. You will be paid a total remuneration of **Rs.2,03,244/- p.a.**The Break-up of which is enclosed.
5. You will be entitled for Gratuity as per statutory rules.
6. You will be on **probation for a period of six months** effective from the date of joining. On successful completion of probation, your services will be confirmed.
7. You shall produce the following mandatory documents on the date of joining.
   a) Passport Size Photos-4 nos.
   b) Copy of Pan card & Aadhaar card(compulsory).
   c) Copy of Address ID proof.
   d) Copy of Educational Qualification (Internet copies of the marksheets are not acceptable).
   e) Relieving & Experience Letter from Current Employer for Experienced Candidates.
   f) Proof of latest 3 months payslips (If applicable).
   g) Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.
   h) Form 11, Employment Form fully filled up (Attached herewith in the Joining Kit).
8. Candidate with prior experience has to submit proof of UAN and ESI numbers (Previous Employer) mandatorily failing which Employment will not be considered till the submission of the same. You are also requested to submit E-Aadhar details displaying the number clearly in order to validate with UAN/Other Submissions.

The offer is being made on the particular of your qualification, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio-data/ application for employment in our organization. Should any of the particulars furnished by you is found to be incorrect, and/or any of the documents/certificates submitted by you is not genuine, your service shall be terminated without any notice pay in lieu of notice or any terminal benefits.

This offer of employment is valid for a period of **30** days only and the above specified documents along with respective original certificates for verification are mandatorily required to be produced on Date of joining. Any delay in submission, your DATE OF JOINING shall be modified as per statutory regulations. Failure on your part to submit the documents, this offer of employment shall stand automatically cancelled and withdrawn.

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation **MANSI APTE-ASSISTANT MANAGER-MANSIAPTE@STFC.IN (7420066612)**.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.

For SHRIRAM FINANCE LIMITED

A.GANESH

SENIOR VICE PRESIDENT

(Accepted)

Disclaimer: SHRIRAM FINANCE LIMITED do not engage any consultants or agencies for recruitments.

REMUNERATION DETAILS OF MR.SAGAR MUKADAM

(ASSISTANT EXECUTIVE - COM3)

S.NO.	COMPONENTS	AMOUNT MONTHLY	AMOUNT YEARLY
1.	BASIC SALARY	5500.00	66000.00
2.	HOUSE RENT ALLOWANCE	3000.00	36000.00
3.	MEDICAL ALLOWANCE	1250.00	15000.00
4.	OTHER ALLOWANCE	2750.00	33000.00
5.	PERFORMANCE BONUS	1500.00	18000.00
6.	SPECIAL COMPENSATORY ALLOWANCE	238.00	2856.00
	GROSS	**14238.00**	**170856.00**
7.	INSURANCE BENEFITS	250.00	3000.00
8.	PROVIDENT FUND	1349.00	16188.00
9.	BONUS/EXGRATIA	1100.00	13200.00
	CTC	**16937.00**	**203244.00**

NOTE:

1. Item on Sr.No. 1 to 6 shall be paid through payroll.
2. Item on Sr.No. 7 shall be towards insurance benefits.
3. Item on Sr.No. 8 is company's contribution towards your Provident Fund.
4. Item on Sr.No. 9 as and when declared.

For SHRIRAM FINANCE LIMITED

A.GANESH

SENIOR VICE PRESIDENT

(Accepted)

Candidate ID: 2360794/325729,

Date of Joining: 07/18/2019,

Joining Location: Pune,

Designation: Software Associate,

Dear Agnes Libisha George,

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

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

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

Address

Capgemini Technology Services India Limited
6th floor to 14th floor of Development block 1, Plot no-14,
Rajiv Gandhi Infotech Park, Phase III, Hinjewadi, Pune, Maharashtra.

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

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

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

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

Kindly note:
- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15 AM IST, and contact security at the main gate for your entry pass.

Best Regards,
Team HR

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EMPLOYMENT OFFER LETTER

Capgemini Ref: 2360794/325729,

07/16/2019,

Agnes Libisha George,
Room no:58, Bharathi chawl 2, 90 feet road,
Dharavi, Mumbai-17.

Confidential

Dear Agnes Libisha,

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

A) Your current designation will be **Software Associate**/**A3**

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

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

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

Agnes Libisha George

Software Associate

Total Cost to Company (CTC). **Rs.250,011**

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

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

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

Notes:

1. The payroll processing will be as per Company policy notified from time to time.

2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.

3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.

4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.

5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes /modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However,Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.

++ Employee's contribution towards PF and ESI will be made from the monthly salary. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.

** This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

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

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.

2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.

3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

   NOTE:

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

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

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.

2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.

3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.

4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.

5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

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

F.) Probationary Period:

1. You will be on probation for period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.

2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

    a. You will submit relevant documents as mandated by the Company;

    b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;

    c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;

    d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.

    e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.

    f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);

    g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and

    h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

    i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

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

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

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

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

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

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

Kind Attn: Head - Human Resources

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

Email: hremployeeservices.in@capgemini.com

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

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

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

For Capgemini Technology Services India Limited



Jaideep Chavan
Head - Talent Acquisition & Resourcing

Acceptance

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

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

_____

Name: Agnes Libisha George

Date: 07/16/2019

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

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

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

a) one location to another; or

b) one team/department/account/function/Business Unit to another; or

c) one project/job to another; or

d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

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

2. DUTIES AND RESPONSIBILITIES:

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

3. COMPENSATION:

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

4. TRAINING:

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

5. COVENANTS AND REPRESENTATIONS:

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

a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;

b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;

c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and

d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

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

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

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

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

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

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

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

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

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

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

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

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

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

5.15 You hereby represent to the Company that:

a.) you are legally permitted to reside and be employed in India;

b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;

c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;

d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;

e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and

f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

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

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

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

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

a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;

b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;

c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;

d) prevent the unauthorized use, dissemination or publication of such Confidential Information;

e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;

f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);

g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;

h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and

i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

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

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

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

b) is or becomes a matter of public knowledge through no fault of yours; or

c) is rightfully received by you from a third party without a duty of confidentiality.

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

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

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

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

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

7. INTELLECTUAL PROPERTY:

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

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

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

a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;

b) results from tasks assigned to you by the Company; or

c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

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

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

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

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

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

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

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

8. CONFLICT OF INTEREST:

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

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

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

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

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

9. RETIREMENT/TERMINATION:

a.) Retirement

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

b.) Notice Period/Termination

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

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

(ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

(iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.

(iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

(v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

(i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.

(iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

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

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

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

11. MISCELLANEOUS:

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

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

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

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

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

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

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

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

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

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

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

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

1.That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,

b) payroll processing agencies for processing my payroll (including reimbursement claims),

c) law enforcement agencies,

d) to comply with a judicial/quasi judicial order,

e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,

f) insurance companies for the purpose of group insurance, personal accident insurance etc.

g) service providers providing services for biometric access to office premises for monitoring attendance.

h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

a.) affiliates of the Company for administrative purposes and/or audit;

b.) clients/prospects in relation to any staff augmentation assignments.

3.That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4.That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6.I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information inCompany's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

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

Name:
Signature
Date:

Offer : Computer Consultancy
Ref : TCSL/EP2022RA0484667/ Mumbai/1859594
Date : 29-APR-2022

Mr. Rohit Kumar Shivprasad Prajapati
354, Shanti Nagar, Azad Mohalla, Near Gausiya Masjid
Salt Pan Road, Wadala East
Mumbai, Maharashtra, India
Tel No.: 9594165741

Sub: Letter of Offer and Terms of Employment

Dear Mr. Rohit Kumar Shivprasad Prajapati,

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, relevant work experience and performance in the selection process. You have been selected for the position of Systems Engineer in Grade C1 at TCS - Mumbai. Your gross salary including all benefits will be Rs. 7,70,002/- per annum. Annexure 1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer on-line through the option 'Accept Offer letter' and propose your tentative date of joining. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL. Please initiate your Background Check and submit required documents online within 5 days of your offer acceptance. Kindly note that your Offer is subject to a positive background check.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by TCSL.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp Voltas HRD Trg Center, Subhash Nagar, Pokhran Road No. 2, Thane (West), 400 601
Tel 91 22 6778 2222 Fax 91 22 6778 2190 Website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai – 400021.

COMPENSATION & BENEFITS

The details of your compensation and benefits are given below:

FIXED COMPENSATION

Basic Salary
Your Basic Salary will be **Rs. 15,000/-** per month.

Bouquet of Benefits (BoB)
Bouquet of Benefits offers you the flexibility to design 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 are as per the pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join the company. 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:
Your HRA will be **Rs. 7,500**/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. Food Card:
You will be eligible for a Food Card. It can be set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

4. Personal Allowance:
You will be eligible for a monthly personal allowance of **Rs**. **23,837/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay
You will receive a monthly performance pay of **Rs. 4,800/-**. 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.

2. Performance Bonus
Your Performance Bonus will be **Rs. 3,400/-** 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.

Performance Bonus 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 Performance Bonus.

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

RETENTION INCENTIVE

You are eligible for Retention Incentive of **Rs. 30,000/-** payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

CITY ALLOWANCE

You will be eligible for a City Allowance of **Rs. 2,200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

1. Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS).For the current financial year, you and your dependent will be covered under the 'Gold' health plan.

The entitlements under the 'Gold' plan are as follows:

i) Base Cover

Entitlement – Includes domiciliary expenses up to Rs. 6,000/- per insured person per annum and basic hospitalisation expenses up to Rs. 2,00,000/- per insured person per annum.

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

ii) Floater Cover

Floater Cover is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalization benefits.

Entitlement – You and your enrolled dependents will be entitled for Rs.12,00,000/- as a family floater coverage towards hospitalization expenses, over and above the individual basic coverage.

Premium – For Floater Cover, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

The above Health Plan is applicable to you and your dependents for this FY. In the subsequent years, you will have the flexibility to opt for a higher plan from the bouquet of plans offered. The additional premium in case of an upgrade to a higher plan will have to be borne by you.

***Note**: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

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

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

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

3. Maternity Benefits:
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 to TCS India Policy - Maternity Leave.

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

5. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT):
You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of **Rs. 250/-**

will be recovered from you. 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.

RETIRALS

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

You are required to submit your Universal Account Number (UAN), if any, issued by your previous employer on the Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account.

2. Employees' Pension Scheme:
Your enrolment under the Employees' Pension Scheme will based on the details you provide under the Declaration Form (Form 9) at the time of joining TCSL.

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

Terms of Employment:

1. Relevant Experience:
As per the recommendation of our management review panel, out of your total experience, **2.19** years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCS (while in service with current employer) till the date of relieving from your current employment will be added to your total & relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. Probation Period:
You will be on probation for 90 Days. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment in case your performance, behavior and / or conduct during the probation period is found unsatisfactory.

3. 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.

4. Mobility:
TCSL reserves the right to transfer / utilize your services at any of its offices, work sites,

or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Increments and Promotions:
Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion Policy.

6. Alternative Employment:
As a full-time employee of TCSL, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of TCSL.

7. Confidentiality, Data and Intellectual Property Protection:
As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

The detailed Confidentiality related terms and conditions are set out in Annexure 4.

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

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

9. Overseas Agreement / International Assignment Agreement:
If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation.

Accordingly, you will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s). In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period 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.

10. 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 employee of TCSL.

11. Notice Period:
Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during 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.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

12. Retirement:
You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

13. Employment in India:
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 for permanent employment with TCSL. Keeping your permit / permission up to date during the course of employment with TCSL and submitting a valid copy of that to TCSL is your responsibility.

14. Medical Certificate of Fitness:
You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

15. Background Check:
Please initiate your background check within 5 days of your offer acceptance. Your background check initiation is complete only when you initiate your BGC online at www.tcs.com/careers/lateral-hiring and submit all the relevant documents for background check online.

An agency will check the credentials specified by you in the application form. The process is normally completed within 5 weeks after Background Check initiation. Verification of your last employment is initiated only post you are released. Your offer will be subject to a positive clearance of your background check. For more details on BGC documents submission, please refer to Annexure - 2.

16. Joining Documents:
For a convenient joining process, the joining documents as mentioned in Annexure – 2 should be submitted within 5 days of Offer Acceptance, after due verification against originals. For any clarification on the above, please connect with the point of contact for your joining location as mentioned in Annexure - 3.

17. Letter of Appointment:
You will be issued a letter of appointment at the time of your joining post completing joining formalities as per TCSL's policy.

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

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

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

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

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.
In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

19. Terms and Conditions:
The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

20. 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.

21. Compliance to all clauses:
You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle TCS in withdrawing this offer letter at its sole discretion.

Offer Letter Validity

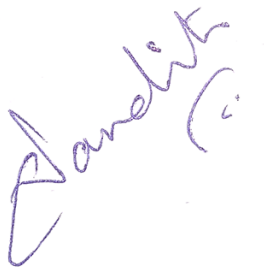
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

If you accept the offer from TCSL and fail to join within 120 days from the date of offer, the offer will stand automatically terminated.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



Click Here or use a QR Code scanner from your mobile to validate the offer letter

Girish Nandimath

Global Head -Talent Acquisition

Encl :
Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Document Submission
Annexure 3: List of TCSL Offices
Annexure 4: Confidentiality, Data and Intellectual Property Protection

Annexure 1

GROSS SALARY SHEET

Name	Mr. Rohit Kumar Shivprasad Prajapati		
Designation	Systems Engineer		
Grade	C1	**Relevant Experience**	2.19 years

Table 1: Compensation Details: (All Components are in Rs.)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Monthly	15,000	1,80,000
Bouquet Of Benefits #	33,087	3,97,044
2) Performance Pay		
Monthly Performance Pay	4,800	57,600
Performance Bonus *	3,400	40,800
3) City Allowance	2,200	26,400
4) Annual Components/Retirals		
Health Insurance	NA	7,900
Provident fund	1,800	21,600
Gratuity	722	8,658
Total of Annual Components & Retirals	**2,522**	**38,158**
Retention Incentive	NA	30,000
TOTAL GROSS	**61,009**	**7,70,002**

Refer to Table 2 for TCSL defined Structure

In case, you wish not to opt for the BoB, Defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis

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

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	23,837	2,86,044
GROSS BOUQUET OF BENEFITS	**33,087**	**3,97,044**

Annexure 2

Document Submission

List of BGC and Joining Documents

BGC:

1. **Address Proof** (Ration card/Landline /Telephone bill/Electricity bill/House Lease Agreement).
   - Present and Permanent Address Proof to be attached (If different then provide separate proof).
   - Mobile phone bill not acceptable as Address Proof.
2. **Identify Proof** (Passport/Voter's ID/PAN card/ Driving License/Aadhar Card).
3. **Education**: Highest Degree/Provisional Degree Certificate & Highest Degree Mark sheets for all semesters.
4. **Previous Employment Proof:**
   - Experience Certificate and Relieving Letter from all previous employer(s). It is mandatory that you submit the relieving and experience certificates from your current employer within 30 days of your joining TCSL. Your BGC status will be positive only after successful completion of employment checks including your current employer.
   - Last 3 Salary Certificates.
   - Resignation acceptance letter from current employer.
5. **Documents to explain gaps during Employment/Education:** Medical records for gap due to medical reasons / Affidavit with Notary Authorization for gap due to other personal reasons.

Joining:

1. Birth Certificate
2. Standard Xth and XII the mark sheets / equivalents
3. Degree certificate and mark sheets for all semesters
4. Postgraduate Degree certificate and mark sheets for all semesters
5. Passport / Driving License / Ration Card
6. Experience certificate from previous employers indicating the following:
   - Period of employment
   - Technology areas you have worked on
   - Certificates for any training provided by your previous employers in various technologies
   - Release letter and experience letter from current and all previous employers indicating date of release
7. PAN card
8. Medical certificate of fitness
9. Work permit or any other documentation required to take up permanent employment with TCSL
10. Two passport size photographs
11. Aadhar Card

Please mention your EP Reference number on all the documents and also carry originals of the joining documents for verification. Please take a prior appointment with the Regional Point of contacts mentioned in Annexure - 3.

Annexure 3

Regional Offices

TCS Careers Serviceline: 1800 209 3111 (Monday to Friday: 8:00 AM to 8:00 PM) | Email: careers@tcs.com		
Ahmedabad TATA Consultancy Services Limited GARIMA PARK,IT/ITES SEZ, PLOT # 41, Gandhinagar – 382007 Tel: 079 - 61705709	**Bangalore** Tata Consultancy Services Limited Brigade Bhuwalka Icon ITPL Road Whitefield, Bangalore Karnataka - 560066 Tel: 080 61396172	**Bhubaneshwar** TATA Consultancy Services Limited IT/ITES Special Economic Zone, Plot 35, Chandaka Industrial Estate, Patia, Chandrasekharpur, Bhubaneshwar 751 024 Tel: 033-66537137
SPOC: Nisha Doshi	**SPOC:** Sonali Tripathy	**SPOC:** Rahul Sardar
Joining: nisha.ramrakhiyani@tcs.com	**Joining:** sonali.tripathy@tcs.com	**Joining:** sardar.rahul@tcs.com
BGC: mumbai.bgc@tcs.com	**BGC:** nandini.shreeg@tcs.com	**BGC:** kolkata.hrtabgc@tcs.com
Chennai TATA Consultancy Services Limited A1 Module, 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tel: 044-66162209	**Delhi** TATA Consultancy Services Limited 5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 Tel: 011-66506283	**Hyderabad** TATA Consultancy Services Limited Deccan Park No.1, Software Units Layout, Madhapur, Hyderabad 500 081 Tel: 040-66673510
SPOC: Dominica Lourdu	**SPOC:** Brinda Jha	**SPOC:** Priyanka Kumar
Joining: dominica.lourdu@tcs.com	**Joining:** brinda.jha@tcs.com	**Joining:** kumar.priyanka@tcs.com
BGC: chennai.hrtabgc@tcs.com	**BGC:** delhi.bgc@tcs.com	**BGC:** hyderabad.hrtabgc@tcs.com
Kochi TATA Consultancy Services Limited TCS Centre SEZ Unit, Infopark PO, Kochi - 682042,Kerala Tel: 0484-6187117	**Kolkata** TATA Consultancy Services Limited ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3, Action Area - II, New Town Calcutta - 700156, West Bengal Tel: 033-66537137	**Lucknow** TATA Consultancy Services Limited TCS Awadh Park, Vibhuti Khand, Gomti Nagar Lucknow 226 010 Tel: 0522-6661135
SPOC: Archana Johnson	**SPOC:** Rahul Sardar	**SPOC:** Brinda Jha
Joining: archana.johnson1@tcs.com	**Joining:** sardar.rahul@tcs.com	**Joining:** brinda.jha@tcs.com
BGC: nandini.shreeg@tcs.com	**BGC:** kolkata.hrtabgc@tcs.com	**BGC:** lucknow.hrtabgc@tcs.com
Mumbai TATA Consultancy Services Limited Atithi Building, Yantra Park, Pokhran Road No. 2, Subhash Nagar, Thane West 400601 Tel: 022-67782616	**Pune** TATA Consultancy Services Limited Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune 411 057 Tel: 020-67943058	**Thiruvananthapuram** TATA Consultancy Services Limited Peepul Park, Technopark Campus, Kariyavattom P.O. Thiruvananthapuram 695 581 Tel: 0471-6624569
SPOC: Abhishek Shukla	**SPOC:** Harsh Thakkar	**SPOC:** Archana Johnson
Joining: abhishek1.shukla@tcs.com	**Joining:** harsh.thakkar2@tcs.com	**Joining:** archana.johnson1@tcs.com
BGC: mumbai.bgc@tcs.com	**BGC:** pune.hrtabgc@tcs.com	**BGC:** nandini.shreeg@tcs.com

Annexure 4

Confidentiality, Data and Intellectual Property Protection

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 any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential

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

4. Prior knowledge

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

5. Use of Third-Party material

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

a) Use any Third-Party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.
b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area,

technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

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

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

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

6. Security policies and Guidelines.

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

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

a) Process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

b) Abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

c) Promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

d) Promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS' prior written consent;

e) Not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

f) Upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

g) Promptly bring to TCS' notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

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

7. Working in SBWS™ Framework:

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

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

a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

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

f) will be using the Company allotted laptop or similar authorized computing device

(together called “official asset”) only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

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

8. Restriction on Associate’s Rights

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

9. No License

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

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality Clause 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, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration

clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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 employment of the Associate with TCS and shall continue thereafter in perpetuity.

Guru Nanak College students placed in ICICI Bank!

From: Tushar Sony (Tushar.Sony@niit.com)
To: prashant.nipun@yahoo.com
Cc: Niranjan.Mohite@niit.com
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JOSHANA SHANKARLAL KASA	BCOM 2018		Will be joining in June 2019

Regards,

Tushar Sony

Business Development Executive

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Guru Nanak College students placed in ICICI Bank!

From: Tushar Sony (Tushar.Sony@niit.com)
To: prashant.nipun@yahoo.com
Cc: Niranjan.Mohite@niit.com
Date: Monday, 15 April, 2019, 1:11 pm IST

DONE

Dear Sir,

We are pleased to inform you that following students from Guru Nanak College have been placed in ICICI Bank.

Below are their details

Name	Batch	Dept. and Location	Joining Month
ROHINI PUNNILAL BARAI	BCOM 2018	Assets - Process and Compliance, Chandivli	10th Aug. 2018
KAILASH PRAKASH PRAJAPT	BAF 2018	Cash Management Services, Chandivli	8th Oct 2018
ANITA SHIVPOOJAN YADAV	BCOM 2017	Branch Banking, Vashi Sector 1	25th Oct 2018
HETRAM RAJORIYA	BAF 2018	Branch Banking, Bandra Kurla Complex	29th Oct 2018
SANDEEP DHIRENDRA PATAWA	BAF 2018	Cash Management Services, Chandivli	31st Oct 2018
PRIYANKA MADESHIYA	BCOM 2017	Branch Banking, Kalina	24th Jan 2019
SEEMA RAMANAND MAURYA	BBI 2018	Assets - Rural Operations ICICI - Bank - Chandivali	28th March 2019
AAYUSHI RAMESH SHRIVASTAV	BBI 2018	ICICI Bank - Powai - Value Banking	Will be joining this month - 24 April 2019
HARSHADA NATVARLAL PATEL	BCOM 2018		Will be joining in May 2019
JOSHANA SHANKARLAL KASA	BCOM 2018		Will be joining in June 2019

Regards,

Tushar Sony

Business Development Executive

NIIT LTD,C-3 | Balarama Building,

Opp. Sales Tax Office, Near Family Court,

Bandra Kurla Complex | Bandra East,

Mumbai 400051 | Tel: +91 22 40103519. | Mob : 8850551081/9769987967

Visit us at: http://www.niit.com
Follow us on: http://www.twitter.com/niitltd

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Ref: 943007/2184098/Permt

Date: 18-Jan-2023

Ms. Ashwini Ganesh Racharla
ROOM NO 5/8 GAJANAN CHAWL, GANPATRAOKADAM MARG, NEAR SHRIRAM MILI, WORLI DELISIE ROAD, MUMBAI, MAHARASHTRA-400013
Phone No: 8976117008

Subject - Offer of Appointment

Dear **Ms. Ashwini Ganesh Racharla,**

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate-Customer Support** on **U1** band**,** operating out of our **Mumbai** office.

2. Your "Annual Total Cash Compensation" will be **Rs. 290000.** Please refer **Annexure-A** for details on the compensation and statutory deductions.

3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B.**

5. You are required to join on **18-Jan-2023** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

6. On the date of joining, you are requested to report to **Nilesh Raju Gagwani** at 9:30 AM to complete the joining formalities at **Tech Mahindra Limited**, **[Oberoi Garden Estate, Wing-A,Near Chandivali Studio, Saki Vihar Road,Chandivali, Andheri (East), Mumbai - 400072,(India).** At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.

7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Nilesh Raju Gagwani** latest by **18-Jan-2023**.

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9. For any clarification / further Information on-
   - Employment terms and conditions, please get in touch with **Priyanka Palave** (E-Mail: **PP00497097@TechMahindra.com**)

For Tech Mahindra Limited



Mukul Sah
Group Function Head (Support) – Human Resource

Encl: **Annexure-A** (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

Accepted

Date: Signature of Candidate:

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Annexure A		
Name: Ashwini Ganesh Racharla **Designation: Associate Customer Support** **Band- U1**		
Total Cost to the Company - TCTC (Per Annum)		290,000
Total Compensation (per Annum)		282,068
Fixed Salary (per Annum)		282,068
	Per Month (Rs)	Per Annum (Rs)
(A) Components of Salary		
Basic (20% of Fixed Salary)	4,701	56,414
House Rent Allowance (50% of Basic)	2,351	28,207
Personal Pay	14,950	179,395
Statutory Bonus	940	11,283
Total (A) in Rs.	22,942	275,298
(B) Retirals and Benefits		
Provident Fund (Employer's Contribution @ 12% of Basic Salary)	564	6,770
ESI (Employer's Contribution @ 3.25% of Total A)	0	0
Total (B) In Rs	564	6,770
Employee Contribution: (C)		
Provident Fund (Employee's Contribution @12% of Basic Pay)	564	6,770
ESI (Employee's Contribution @ 0.75% of Total A)	0	0
Total (C) In Rs	564	6,770
Take Home (A - C)	22,377	268,529
Gratuity		2,714
Insurance Premiums (towards GTLI and GPAI)		5,218
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -		
i) Insurance a) Group Term Life Insurance (GTLI) Coverage: You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee. b) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.		
ii) Bonus / Statutory Bonus shall be paid in 12 equal monthly installments in advance along with your regular salary.		
iii) Gratuity : As per Payment of Gratuity Act.		
iv) Company Transport and Transport Allowance: - Company provided transport is available only in ODD hour shifts - In the event of you availing Company provided transport in odd hour shifts to commute to and from office, a token amount of Rs. 500/- p.m. will be deducted from your salary, for one side transport it will be Rs. 250/- p.m.		
Notes: The Company reserves the right to amend, modify, rescind / reinstate the above mentioned policies & schemes partly or completely at any point of time.		
With Best Wishes,		

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For Tech Mahindra Ltd.	**Accepted by :**
	**Location :** **Date :**
Mukul Sah **Group Function Head (Support) – Human Resource**	

Annexure – B

1) Employment Agreement

a) Code of Conduct

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

b) Secrecy

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

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

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any

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other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

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

(i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd

(ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.

(iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.

(iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.

(v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) Exclusivity of Services, Publications, Gifts/Anti-bribery

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

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

You hereby covenant and undertake that you will:

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

g) Confidentiality / Non-Disclosure

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

b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

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

h) Non-Disparagement Obligations

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of

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this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

3. Termination of Employment

(a) Either party can terminate this employment by serving a notice of **30 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

(b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

(c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

(d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination**.**

(e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

(f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of

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The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

(g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

(h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

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

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct , the Policy on Prevention of Sexual Harassment and such other policies , as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies ,

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the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

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

7. Restraints

Access to Information

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

Authorization

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

Smoking

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

Passwords

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

Unauthorized Software

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

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are

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requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

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

(a) Destroying Papers & Material

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

(b) Use of Company Resources

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

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

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

8. Overseas Service Agreement

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

9. Intellectual Property Rights

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

10. Jurisdiction

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

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

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

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

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

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :

Signature :

Address :

Date :

Place :

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UP - 210 301

Tel: +91 12 0400 5000
+91 12 0400 5001
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Mumbai 400 001, India

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Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
Blood Group			

Candidate's Medical History:

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

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

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

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

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Candidate's Declaration:

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

Signature:

Name: _____

Date: _____

(DD/MM/YY)

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Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original(For Verification only)**, along with 1 copy of each.

(a) Certificates' supporting your educational qualifications along with marks sheets

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents – if any

(b) Your relieving letter from your present organization

(c) Service Certificate from the last employer as well as all previous employers.

(d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.

(e) Two passport-sized color photographs with white background.

(f) Valid Passport
Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

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

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

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

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Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".
A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :
   - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
   - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
   - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
   - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
   - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
   - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.
   - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
   - IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

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Name:
Signature:
Date :

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Annexure - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

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

(a) **Intellectual Property Assignment**

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

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

(b) **Restrictions after Termination**

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

WITNESSED ACCEPTED

_____ _____

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Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

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

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. Actions Required on Termination: Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. Covenant Against Disclosure: I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the

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names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

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

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

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

5. <u>Ownership of Work Product:</u> Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

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6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. Covenant Not To Compete. I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

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

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of the ability to earn a living or support my dependents.

8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. Damages and Remedies: I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

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Limited. Would incur upon such breach.

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

Executed this _____ day of _____, 20___

Signature

_____

Name of Candidate

For and on Behalf Of
Tech Mahindra Limited



Mukul Sah
Group Function Head (Support) – Human Resource

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Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Tech Mahindra Ltd.
Date of Joining: _____
Dear Sir/Madam,
I _____ Associate Id No _____

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.
Authorized Signatory (HR) Signature of the Associate
Name:

LET'S CREATE **THE WORLD'S BEST BANK** RIGHT HERE IN **INDIA**

IDFC FIRST Bank

ALWAYS YOU FIRST

LETTER OF APPOINTMENT

5-Dec-20
Noorjahan Khatoon Anwar Husain Ansari
Mumbai
ansarinoor078@gmail.com
Company ID: 149047

Dear Noorjahan,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as **"Officer"** within ***Operations - Retail Banking Operations*** at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before **14/Dec/2020** ("Date of Joining"). Your Total Fixed Pay ("TFP") will be **INR. 3,00,000/-** (**Rs.Three Lakh only)** per annum. The position is currently based at **Thane-Ashar IT Park (Asset Outlet)**

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- *Code of Conduct*
- *Code of Conduct for Prohibition of Insider Trading for the Bank*

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.
Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You,
For **IDFC FIRST Bank Limited**

DS IDFC FIRST BANK 1
Digitally Signed by
Deepika Mahajan
Head Talent Acquisition & Employer Branding

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IDFC FIRST Bank

ALWAYS YOU FIRST

I, **Noorjahan Khatoon Anwar Husain Ansari,** son/daughter of _____ do hereby accept the above and confirm /certify the following:

- Date of Joining the Bank: 14/Dec/2020
- PAN number: CEYPA4063B
- Email ID: ansarinoor078@gmail.com

Signature:

Date: **Authenticated by**

Annexure 1

COMPENSATION DETAILS

Employee Name	**Noorjahan Khatoon Anwar Husain Ansari**
Grade	**Officer**
Business Unit	***Operations - Retail Banking Operations***
Location	**Thane-Ashar IT Park (Asset Outlet)**

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	5,000	60,000
House Rent Allowance	2,500	30,000
Special Allowance	11,833	1,42,000
Annual Guaranteed Cash (AGC)	**19,333**	**2,32,000**
Statutory Bonus	3,867	46,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	**25,000**	**3,00,000**

* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

Notes:

- [1]Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.

Annexure 2

GENERAL TERMS AND CONDITIONS

LOCATION

Your joining location will be **Thane-Ashar IT Park (Asset Outlet)**. However, during your employment you may be posted / transferred, as per the sole discretion of the Bank to any of the offices / locations/ projects/ divisions/ departments/ units/ subsidiaries/ sister concerns of the Bank, in the interest of the Bank , without any additional remuneration, with/ without assigning any reasons.

HOURS OF WORK

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in.

LEAVE ENTITLEMENT

You shall be eligible for holidays and leave as per the Bank's leave policy, as may be amended from time to time.

TOTAL FIXED PAY (TFP):

The entitlements of your Total Fixed Pay are subject to the Bank's policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to applicable Income Tax and other related/applicable laws.

PERFORMANCE BONUS/ INCENTIVE PAYMENTS/ INDICATIVE TARGET BONUS

The Bank may, in its absolute discretion, pay you a bonus/ incentive of such amount, at such intervals and subject to such conditions as determined from time to time, in accordance with the Bank's Policy.

STATUTORY PAYMENTS / DEDUCTIONS

All statutory payments / deductions will be as per the applicable law and maybe changed from time to time based on changes in the law of the land.

DEDUCTIONS FROM TOTAL FIXED PAY/ANNUAL GROSS REMUNERATION PACKAGE

You agree that, at any time during your employment, or after the effective date of employment, the Bank may deduct, from your Total Fixed Pay /Annual Gross Remuneration Package/ Bank Account any overpayment made or amounts owed by you, this includes, but is not limited to, any excess (leave), outstanding loans, advances, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you. You agree that, at any time during your employment, or after the effective date of employment, the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

TAX

You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax authorities including other applicable statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

MEDICAL FITNESS & VERIFICATION OF PARTICULARS

Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop a critical/chronic illness which restricts you from performing your official duties or in any way put your other colleagues at risk, you are required to inform Human Resource Department of the Bank (HR) about the same. Your employment is also subject to your clearing the Personal and Professional Background Verification as per the norms of the Bank, including your antecedents and document submitted. In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre-employment declaration or any such document are found false or unsatisfactory, your employment would be liable for termination at the Bank's discretion at any time without any notice or any compensation in lieu thereof.

RETIREMENT

Normal Retirement Age: You will automatically retire from the employment of the Bank, as the case may be, on attaining the retirement age of 58 years or as decided by the Bank and unless concluded earlier as per the discretion of the Bank . By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

COMPLIANCE

In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land. You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws. During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedure.

NOTICE PERIOD

Either party may terminate this employment by giving three (3) months' notice ("Notice Period") in writing or payment of three (3) months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of the Notice Period or proportionate payment thereof in lieu of any shortfall in the Notice Period, acceptance or waiver, which will be at the sole discretion of the Bank. The Bank reserves the right, in its sole discretion, to waive all or part of this three (3) months' Notice Period and terminate the employee's employment or relieve the employee from the employment prior to the conclusion of Notice Period, and in such cases, the employee is liable to make payment of Total Fixed Pay for the waived off/unserved Notice Period as decided by the Bank. Notwithstanding anything foregoing, in case of waiver of the Notice Period as per the discretion of the Bank, the Bank shall not be liable to make any payment of salary (in accordance with the definition of Total Fixed Pay) to the employee in lieu of the waived off Notice Period. To the extent the Bank does not waive all or part of the Notice Period, the employee shall remain employed throughout the Notice Period (or portion thereof), or payment in lieu of any unserved Notice Period will be recovered from the employee and might attract applicable taxes. All applicable taxes once deducted will not be reversed under any circumstances. In case the last date as per the Notice Period of three (3) months falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day ("LWD"), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.

TERMINATION OF EMPLOYMENT

- If you absent yourself without authorized leave for continuous five (5) days, or as per norms of the Bank which may change from time to time, or remain absent beyond the period of leave originally granted or subsequently

extended by five (5) days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you at the discretion of the Bank , including termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (**Notice Period)** in lieu of the Notice Period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity.

- The Bank reserves the right to terminate your employment/ Appointment Letter if your performance is determined to be unsatisfactory (as per the Bank's standards), by giving you a three months (3) prior written notice. In such event, you shall be paid applicable Total Fixed Pay less retirals to which you are entitled as per this Appointment Letter up to the effective date of termination.
- Your services are liable to be terminated without any notice or payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors or non-compliance of any law on your part..
- In the event your employment is terminated by reason of an eventuality caused by (your) death, your beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.
- The Bank has the right to terminate your employment for any reasons other than mentioned in the General Terms and Conditions by giving notice of three (3) months in writing or payment of (3) three months Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of Three (3) months' notice.
- You will be covered by the employment rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or disciplinary action proceedings are contemplated or pending against you.

NON CONFLICT OF INTEREST AND NO EXTERNAL EMPLOYMENT

You will not, during your employment with the Bank, except with the specific approval of the Bank, undertake other full time or part time work for remuneration or work that adversely affect your professional image and integrity as an employee of the Bank.

RECEIPT OF PAYMENTS AND BENEFITS FROM THIRD PARTIES

Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate,

commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

INFORMATION, ASSETS AND SYSTEMS

- When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction
- Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of Information Assets of IDFC FIRST Bank. Accordingly, you are required to familiarise yourself with the Information Security Policies and Procedures at IDFC FIRST Bank and abide by it in spirit and practice.

CODE OF CONDUCT AND EXPECTED EMPLOYEE CONDUCT

You are bound by the Bank's Code of Conduct and the bank may implement disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal. You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions of employment and the applicable guidelines and regulations.

You are expected to be well groomed and formally dressed at work.

PROFESSIONAL ETHICS & CONFIDENTIALITY:

- You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank.
- Unauthorized disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary and other actions against you including termination of your employment. The disclosure and use of confidential information of the Bank after the termination of your relationship with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.
- You hereby agree that you will not, at any time during or after your employment with the Bank, make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any use thereof, except for the benefit of and on behalf of, the Bank. Any disclosure which has not been expressly

authorized by the Bank shall be called unauthorized disclosure'.

- During the period of your association with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case.

DATA PROTECTION

- The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.
- By signing this contract, you acknowledge and agree that the Bank is permitted to hold personal information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business.
- You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in our view, required for the proper conduct of our business or that of any associated company. This clause applies to information held, used or disclosed in any medium.

INTELLECTUAL PROPERTY:

- For the purposes of this clause, Intellectual property means intellectual property of all kinds including, in particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including copyright in computer software), confidential information and know-how, database rights, applications for any of the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in any part of the world.
- If you (whether alone or with others) shall, during your employment with the Bank, make or create an idea, method, invention, discovery, design or develop any and all other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Works") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).
- The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.
- You shall not (except as provided in this Appointment Letter or as may be necessary in the course of your duties for the Bank) disclose or make use of any Works without the Bank's prior written consent.

INDEMNITY

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful

acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your employment on such count or the right of the Bank to seek other remedies which the Bank may have to make good the loss or damage.

FORCE MAJEURE

Notwithstanding anything contained herein, if the regular operations of the Bank are suspended, in full or part , resulting from unforeseen circumstance or general economic conditions or regulatory, governmental or legal restriction /actions , or other general market effects or Acts of God or other cause of similar or different nature including war, outbreak of epidemic or pandemic beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith, during the continuation of such suspension of operations. In addition to the foregoing the Bank may, by written notice, terminate this Appointment Letter forthwith or change the terms and conditions of this agreement with no further liability whatsoever.

NON-SOLICITATION AND RESTRICTIVE COVENANT

- You are committed not to hire anyone or engage in any sort of discussion with an employee of IDFC FIRST Bank or any of its subsidiaries for at least one year from your last working date in IDFC FIRST Bank. This is applicable even during your period of employment whether approached by the employee or officers of IDFC FIRST Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of IDFC FIRST Bank or any of its subsidiaries should not be solicited or encouraged to leave IDFC FIRST Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.
- You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person.to transfer from the Bank to you or to your new employer or to any other person or entity; or to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or to otherwise discontinue its patronage and business relationship with the Bank.
- You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

REVOKING THE APPOINTMENT

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.
- In the event of a criminal case being filed against you in your personal capacity, the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment will stand withdrawn. You may also be placed under suspension pending enquiry into the charges of misconduct or otherwise.

OTHER TERMS AND CONDITIONS:

- Your date of birth mentioned as per PAN card and any other acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.
- As a potential employee and subject to terms and conditions of the appointment, we assume that the submission of documents and details furnished as part of the documentation procedure which includes furnishing your personal, academic and professional details are authentic and self-attested duly The Bank will include these details as a part of your employment information/records as deemed confirmed by you with respect to accuracy and update of the information.
- As an employee you are responsible to provide correct email ID and phone number and all communication/information exchange will happen on the same. The email ID and phone number as provided by you will stand valid for all communication from IDFC FIRST Bank Limited. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.
- During your employment, you will be subject to the service/employment rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by the Terms and Conditions of Employment, HR Manual and other policies and procedures of the Bank as presently applicable and as may be introduced or amended from time to time.
- You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonor and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at any time use your association with the Bank to gain unfair advantage for personal purposes.
- You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.
- In addition to the terms and conditions mentioned herein, you hereby agree that you have read and understood and shall be abided by the 'Terms and Conditions of Employment 'as available on the intranet portal and your joining portal and as may be amended from time to time by the Bank at its sole discretion.

WARRANTY

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.

CHANGE IN TERMS AND CONDITONS

- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

GOVERNING LAW

The interpretation and enforcement of this contract shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

Accepted & Agreed:

Signature:
Date:

LET'S CREATE THE WORLD'S BEST BANK RIGHT HERE IN INDIA

IDFC FIRST Bank

ALWAYS YOU FIRST

Name: **Noorjahan Khatoon Anwar Husain Ansari**

Date: 5-Dec-2020

Company ID: 149047

OUR EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

*Be part of a **winning team**.*

*Drive change with **cutting edge technology.***

*Join a work force that is high on **integrity.***

*Be where **growth** is not just a number.*

*Make a **social impact**, make a difference to the society.*

*Be **dynamic**, agile, responsive, bold, disruptive.*

*We invite you to contribute to building **the world's best bank right here in India!***

We are excited about you joining the bank and wish you great success in your new role.

Warm Regards

Deepika Mahajan

Head Talent Acquisition and Employer Branding

Human Resource Department.

IDFC FIRST BANK LTD.

Annexure 3

PRE JOINING DOCUMENT CHECKLIST

(TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for ca	Driving License copy can be uploaded
9	Insurance Book (Only for ca	Copy of the insurance book can be uploaded
10	RC Book (Only for candidat	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to be Navigation: Me > Onboarding
11	Accepted Copy of the Appointment Letter with signature of the applicant and acceptance date	

IDFC FIRST Bank

ALWAYS YOU FIRST

LETTER OF APPOINTMENT

19-11-2022
NAGORI HEEBA
Mumbai
heebanagori@gmail.com
Company ID: 224914

Dear Heeba,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as **"Customer Service Executive-Premium Inbound"** within ***Service - Customer Service Delivery*** at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before **28/Nov/2022** ("Date of Joining"). Your Total Fixed Pay ("TFP") will be **INR. 3,00,000/-** (**Rs.Three Lakh only)** per annum. The position is currently based at **Navi Mumbai-Juinagar-Mindspace Office**

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein including annexures hereto, as may be modified by the Bank.

It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.
You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s
Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- *Code of Conduct*
- *Code of Conduct for Prohibition of Insider Trading for the Bank*

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.
Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You,
For **IDFC FIRST Bank Limited**
DS IDFC FIRST BANK LIMITED 1
Digitally Signed by
Deepika Mahajan
Head Talent Acquisition & Employer Branding

I, **NAGORI HEEBA,** son/daughter of _____ do hereby accept the above and confirm /certify the following:

- Date of Joining the Bank: 28/Nov/2022
- PAN number: BGSPN1511J
- Email ID: heebanagori@gmail.com

Signature:

Date: **Authenticated by**

Annexure 1

COMPENSATION DETAILS

Employee Name	**NAGORI HEEBA**
Grade	**Senior Officer**
Business Unit	***Service - Customer Service Delivery***
Location	**Navi Mumbai-Juinagar-Mindspace Office**

Component	Per Month(In INR.)	Per Annum (in INR.)
Basic Salary	5,000	60,000
House Rent Allowance	2,500	30,000
Special Allowance	11,833	1,42,000
Annual Guaranteed Cash (AGC)	**19,333**	**2,32,000**
Statutory Bonus	3,867	46,400
Employer PF	1,800	21,600
Total Fixed Pay (TFP)	**25,000**	**3,00,000**

* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

Notes:

- [1]Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Provident Fund contributions shall be made by the Bank to the fund.
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, guaranteed bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.

Annexure 2

TERMS & CONDITIONS FOR APPOINTMENT

REVOKING THE APPOINTMENT

- The Bank reserves the right to revoke the Appointment Letter without any liability of any kind thereof even after acceptance of this appointment for just cause in the sole opinion of the Bank including but not limited to any non-compliance of any law on your part or any act or deed on your part, as per the sole opinion of the Bank, damages the reputation and brand image of the Bank in any manner.

CHANGE IN TERMS AND CONDITONS

- The terms and conditions of the Appointment Letter are subject to revision and change by the Bank, without notice. The revised terms and conditions shall be applicable and abided by all the employees, effective from the date of revision or change.
- The present designation and terms of services including your emoluments are subject to change depending upon work assignment from time to time

DURATION/VALIDITY OF THE APPOINTMENT LETTER:

- If this Appointment Letter is not accepted by applicant within Five (5) days of receiving the letter, it shall stand revoked, at the discretion of the Bank, and all terms and conditions considered null and void, and neither party shall have any obligation in relation thereto.
- It may be noted that this Appointment Letter is to be considered final for all purposes, and supersedes all prior/ contemporaneous letters, discussion, negotiations, commitments, agreements and writings with respect to the subject matter hereof.
- If any provision of this Appointment Letter is found to be illegal, invalid or unenforceable by the Bank, then such provision shall be severed from this Appointment Letter and the remaining provisions of shall continue in full force and effect and operate as if the severed portion had not been included.

Annexure 3

TERMS AND CONDITIONS OF EMPLOYMENT

The following are the terms and conditions of your employment at IDFC FIRST Bank Limited

For the purpose of this document "Bank" or "Company" shall mean IDFC FIRST Bank Limited and all its subsidiaries, associate or group companies.

1. Postings and Transfers

1.1 Your joining location will be the same as mentioned in your appointment letter. However, during your employment, you may be posted / transferred to any of the offices / branch/projects / divisions / departments / units / subsidiaries / sister concerns of the Bank, existing or to be set up at any other location, without any additional remuneration, in the interest of the Bank without assigning any reasons.

1.2 If your role is a Remote Working role you will additionally have to adhere to the Bank's policy/guidelines for Remote Working, existing and/or as may be framed and amended from time to time.

2. Leave and Absence

2.1 You shall be eligible for holidays and leave as per the Bank's leave policy/guidelines, as may be amended from time to time.

2.2 You will be entitled to Earned Leave in a financial year running from April to March as per the Bank's Policy. In case of your joining the Bank in the middle of the said financial year, you will be entitled to leave on pro-rata basis. You will be required to avail of mandatory leave as per the Bank Policy in every financial year, this will be part of your Earned Leave entitlement.

2.3 While counting the number of days of leave, intervening days of the weekend and Bank Holidays will not be counted.

2.4 You should obtain prior approval before proceeding on leave. Failure to do so may invite disciplinary action or such other action as deemed appropriate.

3. Total Fixed Pay

3.1 Your Total Fixed Pay ("TFP") is as stated in the annexure of our Offer/Appointment Letter. Based on it, your compensation will be paid to you on a monthly basis by the end of the month to which it relates.

3.2 The Bank provides you choice as regards certain reimbursements within your aforesaid Total Fixed Pay, amount in keeping with the Bank's guidelines in this regard. To exercise such choice, you will have to provide to the Bank your choice at the time of joining and in the beginning of the financial year, in the prescribed manner which currently is by uploading the details of your choice of reimbursements on the Bank's Payroll Portal.

3.3 All amounts payable to you by the Bank (including the joining bonus, relocation expenses or notice period pay agreed to be reimbursed to you by the Bank in relation to your earlier employment) will be subject to and paid to you after deduction of income tax (or any other) at source (TDS).

3.4 Please note that your compensation and benefit details, are to be kept confidential at all times.

3.5 Your performance will be subject to periodic review based on which you will be considered for revision of compensation/grade in keeping with the Bank's policies and practices.

3.6 The Bank will cover you under the group medical insurance policy from the date of your joining provided you have completed all formalities and documentation pertaining to it.

3.7 In addition to the above, you will be covered under the Group Term Life Insurance and Personal Accident Insurance. This is over and above your TFP.

3.8 Your Total Fixed Pay increase and future prospects in the Bank shall entirely depend on the individual, business unit and the Bank's performance. Increase in Total Fixed Pay, in no case, and under no circumstances shall be automatic and/or a matter of right.

4. Performance Bonus/Incentive Payments

4.1 The Bank may, in its absolute discretion, pay you a bonus/variable incentive of such amount, at such intervals, based on your performance as well as performance of your team and the Bank and subject to such conditions as the Bank, may, in its absolute discretion, determine from time to time, in accordance with the Bank Policy.

4.2 An employee will not be entitled to any variable payout/compensation on his resignation/dismissal/job abandonment/cessation.

4.3 The exercise of discretion to pay a bonus in one financial year shall not bind the Bank or act as a precedent for the exercise of discretion in any other financial year.

4.4 If, on or before the date when a bonus/incentive might otherwise have been payable, your employment has terminated or either party has given notice of cessation of employment, you will not be entitled to receive any such bonus or incentive (whether in cash, shares or any other form).

5. Malus / Clawback

5.1 Malus provision, inter-alia, enables prevention of vesting of all or part of deferred component of variable pay including cash and share linked components and Clawback enables the Bank to recover previously paid or vested remuneration in cash or share linked compensation, etc

5.2 The Bank reserves its right to incorporate malus/clawback mechanism to address subdued or negative financial performance of the bank and/or the relevant line of business in any year, material failure of risk management, misconduct and other instances of non-compliance of statutory and regulatory stipulations.

6. Statutory Payments / Deductions

6.1 All statutory payments / deductions will be as per the applicable law and may change from time to time based on changes in the law of the land.

7. Deductions from Total Fixed Pay/Annual Gross Remuneration Package

7.1 You agree that, at any time during your employment, or after cessation of employment, the Bank may deduct and recover, from your Total Fixed Pay /Annual Gross Remuneration Package/Full and Final Settlement/ Bank Account any overpayment made, or any amounts owed by you to the Bank. This includes, but is not limited to, any excess leave, outstanding loans, advances, credit card dues, relocation expenses, joining bonus, and the cost of repairing any damage or loss to Bank's property or equipment caused by you.

7.2 You agree that, at any time during your employment, or after cessation of employment the Bank may recover any shortfall /loss on account of any negligence or any act of commission by you, while executing your responsibilities.

8. Tax

8.1 You will be fully liable for the payment of Income Tax (or any other applicable taxes) on your total remuneration including bonuses/ variable pay to the Income Tax/concerned authorities including other statutory dues/taxes and this will be your personal responsibility. The Bank shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

9. Medical Fitness and Verification of Particulars

9.1 Your appointment is subject to you being medically fit and continuing to remain fit thereafter. In case you subsequently develop any illness, which restricts you from performing your official duties or in any way puts your other colleagues at risk, you are required to inform HR about the same; failure to inform the Bank/HR about such illness at the time of appointment and subsequently after developing, the same may be considered as a misconduct and Bank reserves its right to terminate /conclude your employment.

9.2 Your employment is also subject to clearing the Personal and Professional Background Verification as per norms of the Bank, including your antecedents and documents submitted.

9.3 In case particulars mentioned in your application / Curriculum Vitae / Resume/ pre – employment declaration or any such document/data/information shared by you are found false or unsatisfactory, your services would be liable for termination as per the discretion of the Bank at any time without any notice or any compensation in lieu thereof.

9.4 Your date of birth mentioned in the Aadhaar Card or other such acceptable statutory document submitted by you will be deemed to be the conclusive proof of your date of birth.

10. Normal Retirement Age

10.1 You will automatically retire from the employment of the Bank, as the case may be, on attaining retirement age of 58 years or as decided by the Bank and unless concluded earlier or extended further as per the discretion of the Bank. By virtue of this clause, you shall not claim a right of employment with the Bank, as your employment is subject to the terms and conditions laid down by the Bank, as amended from time to time.

11. CONFIDENTIALITY:

11.1 You will not, either during your employment or at any time post resignation/cessation from services, use or communicate to any person, any information of a confidential nature concerning the business of the Bank, or of any of their customer(s), supplier(s) or other person(s) having dealings with the Bank as the case may be, and which comes to your knowledge during the course of your employment other than in connection with your services to the Bank.

11.2 If you are a supervisor, then in your capacity as the leader of your team, you would be in possession of highly sensitive and confidential information with regard to and not limited to each and every employees' compensation, rating, performance, sensitivities, promotions and career expectations. You would be expected to maintain complete confidentiality of the said information and not use the same in any capacity whatsoever.

11.3 Complete confidentiality should be maintained by you of all the information of any nature, including as to the affairs of any person having any dealing with any constituent of the Bank or any of its subsidiaries or the business of any person having any dealing with any constituent of the Bank or any of its subsidiaries and including any documents, books or records thereof, that you have had access to by virtue of your service in the Bank and you shall not directly or indirectly disclose or cause the disclosure of any such information to any person unless required to do so by any regulatory, administrative or judicial authority to such authority.

11.4 In performing your duties, you may from time to time receive or obtain information/data/documents from the Bank or related or associated to the Bank, its subsidiary or affiliates or otherwise and have access to information relating to their clients or business information, business plans, systems, personnel, or other information of a confidential nature (this will be termed as "the Information").

11.4.1 In consideration of the Bank making the Information/ data/ documents available, you undertake and agree that you will:

a. Keep the Information/data/documents confidential at all times and not divulge or communicate to any person, other than those approved in writing by the Bank, any of the Information/data/documents which you may (whether before or after the date of your appointment receive or obtain.

b. Not use the Information/data/documents for any purpose other than in connection with your services to the Bank;

c. Immediately return or destroy (at the Bank's option) the original and all copies of any records of the Information/data/documents (in whatever form) and all notes and other documents embodying any of the Information on the first to occur of any of the following:

i. on the Bank's demand;

ii. on termination or expiration of your employment contract with the Bank.

12. Other Media, Internet, Blogs, Social Media & External Persons

12.1 Employees are not authorized to share any information about the Bank on any social media or other platform. This includes but is not limited to information about any internal activity, awards, achievements, certificates, colleagues, projects or initiatives. Violation of the same will be a breach of confidentiality and invite disciplinary action. Any behavior on the social media that could potentially

bring disrepute to the Bank may also invite suitable punitive/disciplinary action including termination of your employment at the discretion of the Bank.

12.2 All concerns and grievances need to be raised and redressed through the channels available or by reaching out to your HR Business Partner. The defined Escalation Matrix needs to be followed. Raising internal organization matters on social media, in the public domain or with external individuals will be considered a breach of conduct and may lead to termination of your employment at the discretion of the Bank.

13. Data Protection

13.1 The Bank may be required to process, transfer and store your personal and sensitive data in any of the other locations used by the Bank/any of the locations as specified by the Bank.

13.2 By agreeing to adhere to the policies of the Bank and/or by signing/accepting your appointment letter, you acknowledge and agree that the Bank is permitted to hold/use/process your personal/sensitive information about you as part of our personnel and other business records and that the Bank may use such information in the course of its business including but not limited to your employment purposes, all administrative and human resource related matters, administration of pay rolls, administrating your insurances, investigations, identification, facilitating compliance with any law, order and regulations which may be applicable, etc.

13.3 You agree that the Bank may disclose such information to third parties in the event that such disclosure is, in Bank's view, required for the proper conduct of our business or that of any associated companies, management of your employment and for the matters contained herein. This clause applies to information held, used or disclosed in any medium.

14. Compliance

14.1 In your role at the Bank, it is expected that you will abide and ensure all aspects of compliances, in letter and spirit, staying true to the law of the land.

14.2 You are aware that there are laws against trading securities using material non-public information and you agree to comply with such laws.

14.3 During the continuance of your employment with the Bank, you are expected to comply with the Bank's policies, practices and procedures.

15. Restrictive Covenant

15.1 You are committed not to hire anyone or engage in any sort of discussion related to hiring or solicitation with an employee of the Bank or any of its subsidiaries for at least one year from your last working date in the Bank. This is applicable even during your period of employment whether approached by the employee or officers of the Bank, or by you or by any other intermediary or by any other means whatsoever. This Covenant further specifically requires that employees or officers of the Bank or any of its subsidiaries should not be solicited or encouraged to leave the Bank or any of its subsidiaries to join the organization which you may join in any capacity or any of its subsidiaries, joint ventures, affiliates or associates, for a period of one year from the date of separation from the Bank.

15.2 You agree that during your period of employment with the Bank and for a period of one year from termination or expiration of your employment with the Bank, you shall not solicit or entice, by any means whatsoever any client of the Bank. Your agreement "not to solicit" means that you will not, initiate any contact or communication of any kind whatsoever, for the purposes of inviting, encouraging or requesting any deal/ mandate/ account/ person:

15.2.1 to transfer from the Bank to you or to your new employer or to any other person or entity; or

15.2.2 to enter into a new deal/ mandate with you or your new employer or with any other person or entity; or

15.2.3 to otherwise discontinue its patronage and business relationship with the Bank.

15.3 You agree that for a period of six (6) months from termination or expiration of your employment with the Bank, you shall not work at the capacity of Executive or Non-Executive member of the board or any management position of any supplier, vendor or partner of the Bank.

16. Assignment

16.1 If you (whether alone or with others) shall, during your engagement with the Bank, make or create an idea, method, invention, discovery, design or other work either in the course of providing your services or relating to or capable of being used in those aspects of the businesses of the Bank (hereinafter called "Work") you shall promptly disclose full details thereof to the Bank and irrespective of disclosure or non-disclosure by you, all Works, shall belong exclusively to the Bank and you hereby irrevocably assign the ownership, right, title, interest, ownership of copyrights of such Works and those of any other derivative works, to the Bank. You will promptly provide to the Bank a complete written disclosure for each such Works identifying the features or concepts you or the Bank believe to be new or different. You grant to the Bank an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works (whether now existing or brought into being in the future).

16.2 The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the Bank may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you. You shall promptly upon intimation by the Bank, sign and execute such document, papers, declarations including deed of assignment as may be required by the Bank from time to time.

16.3 You (i) hereby assign to the Bank all right, title and interest in any Work (whether now existing or brought into being in the future) which is or may become a copyright work anywhere in the world and (ii) shall consider yourself as a trustee for the Bank in relation to all other Works and shall in either case at the request and expense of the Bank do all things necessary to vest all right, title and interest in any Work in the Bank or its nominee absolutely as legal and beneficial owner and to secure patent or other appropriate form of protection therefore;

16.4 You shall not (except as provided in this letter of appointment or as may be necessary in the course of your duties for the Bank) disclose or make use of any Work without the Bank's prior consent in writing.

17. Resignation and Notice Period

17.1 You may resign from the employment of the Bank by giving to the Bank a notice in writing, the notice period for all employees is 90 days. In case of your resignation from the services of the Bank, the Bank at its sole discretion shall have a right, but not an obligation, to waive off the notice period and in such cases the Bank will not be liable to make any payment of salary to the employee in lieu of the waived off notice period. It is understood that you will not have a right to insist upon it.

17.2 To the extent the Bank does not waive all or part of the Notice Period/Notice Pay,

i. the employee shall remain employed through the Notice Period (or portion thereof), OR
ii. payment in lieu of any unserved notice period will be recovered from the employee.

17.3 Recovery of notice pay will attract GST/applicable taxes. GST/applicable taxes once deducted will not be reversed under any circumstances.

17.4 In case your last working day falls on a weekly off or a holiday, the previous working day will be considered as the Last Working Day (LWD), further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.

17.5 The Bank will not be bound to accept from you a notice of period longer than 90 days.

17.6 Notice Pay in lieu of notice period is defined as TFP less retirals and non cash benefits.

17.7 In case of your resigning from the employment of the Bank within 12(twelve) months or being terminated by the Bank in terms of Clause 18, you shall be liable to repay to the Bank and the Bank shall have a right to recover from you the amount(s) paid by the Bank to you or any others towards your joining bonus, notice period pay in relation to your previous employment, relocation expenses and all other amounts related to your joining the Bank.

17.8 During notice period, any leaves availed may extend the notice period by that many days, however, Bank reserves the right to amend/modify this at its sole discretion. Notwithstanding anything foregoing, in case you have been subjected to gardening/garden leave by the Bank, you will not be entitled for any leave and leave encashment thereof for the period of gardening/garden leave, as per the Bank's policy/guidelines thereof. Bank reserves its right to apply/sanction gardening leave to employees in Broad Band 'Role' and above and any of its employee as it deems fit. You are required to familiarize yourself with the Bank Policy/guidelines on Garden Leave, as may be amended from time to time. The Garden Leave for employees for Broad Band 'Role' is three months.

17.9 Upon the termination of your employment agreement, you are required to return to the Bank, in acceptable condition, all such properties of the Bank which are in your possession.

17.10 Post your resignation from the services of the Bank, if you discontinue/stop attending office before completion of your required or

accepted notice period, the Bank shall treat such absence as unauthorized and shall be liable to take disciplinary action against you.

17.11 If any involvement of yours is suspected or found in fraud/cheating/theft/ any unethical / unprofessional act, etc. the Bank can initiate suitable action as deemed fit even post separation from the services of the Bank.

17.12 You hereby agree that in order to process the Full and Final Settlement on your separation it shall be your responsibility to get No Dues Clearance from the relevant stakeholders of the Bank.

18. Termination of Employment Agreement:

18.1 If you absent yourself without leave for continuous five (5) working days, or as per norms of the Bank which may change from time to time, or remain absent beyond the period of leave originally granted or subsequently extended by five (5) working days, you shall be considered as willfully absconding from your employment and disciplinary action can be initiated against you, at the discretion of the Bank. This may include termination of your employment or considering it as voluntarily abandonment of employment by you and concluding your employment thereof. In case your employment is terminated or concluded under this clause, the Bank shall be entitled to recover from you such amounts as specified in above Clause (Resignation and Notice Period) in lieu of notice period. In addition to the above, the Bank may also claim damages and other reliefs to which it is entitled under contract, law or equity

18.2 Your services are liable to be terminated without any notice or salary/payment in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, fraud, disloyalty, consistent non-performance, sexual harassment or any such act of breach of yours that brings disrepute to the Bank, commission of an act involving moral turpitude, any act of indiscipline or inefficiency, any act of bankruptcy or make any composition or arrangement with your creditors. In case of termination on account of misconduct, Bank will not be liable to give any notice or payment in lieu thereof.

18.3 The Bank reserves the right to terminate your employment if your performance is determined to be unsatisfactory (as per the Bank' s standards), by giving you prior written notice. The notice will be 90 days for all grades. In the event of early relieving, you will be paid notice pay in lieu of notice or part thereof. Employees who have been rated as below par or poor in the 'Annual appraisal Cycle' will be considered as underperformers and misfit for the organization and separation process would be initiated post communication of the ratings.

18.4 In the event your employment is terminated by reason of an eventuality caused by (your) death, your nominee(s) beneficiaries will receive further compensation as deemed fit by the Bank which shall be paid to your designated beneficiary/nominee provided. However; in cases, where the nominee details are not provided, the spouse of the employee is considered as the sole nominee for married employees, and parents, as the sole nominee for unmarried employees. Any further settlement from the Bank would be drawn in the nominee's name.

18.5 The Bank has the right to terminate your services for any reasons other than mentioned herein by giving notice in writing or payment of Total Fixed Pay (excluding retirals and other non-cash benefits) in lieu of notice. The notice will be 90 days for all grades.

18.6 You will be covered by the employment rules and regulations including conduct, discipline, and administrative orders and any such other rules or orders of the Bank that may come in force from time to time. The Bank shall have absolute discretion to reject or refuse to accept your resignation in case of staff accountability or disciplinary action proceedings are contemplated or pending against you.

19. Non Conflict of Interest and No External Employment

19.1 You will not, during your employment with the Bank, undertake other full time or part time work for remuneration or any activity that may adversely affect your professional image and integrity as an employee of the Bank.

20. Receipt of Payments and Benefits from Third Parties

20.1 Subject to the Bank regulations issued and amended from time to time, neither you nor any member of your family, nor any Bank or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you or on behalf of the Bank. If you or, any member of your family or any Bank or business entity in which you or they have an interest, directly or

indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Bank for the amount received or the value of the benefit so obtained.

21. Code of Conduct and Expected Employee Conduct

21.1 You are bound by the Bank's Code of Conduct. The Bank may implement the disciplinary procedure if you fail to comply with the Code of Conduct and in certain circumstances, this could amount to gross misconduct leading to dismissal.

21.2 You are expected to work, while in the employment with the Bank, punctually and diligently employing your best efforts with honesty and integrity to protect the interest of the Bank and observing at all times the Bank's terms and conditions and the applicable guidelines, policies and regulations.

21.3 You are expected to be well groomed and formally dressed at work.

22. Staff Dealing Rules

22.1 You must comply with the Bank's Code of Conduct for Prevention of Insider Trading for the Bank and should familiarize yourself with them by reading the Policy and any relevant guidelines.

23. Intellectual Property Rights

23.1 For the purposes of this clause, "IPR" means intellectual property rights of all kinds including, in particular, patents, inventions, trademarks (and associated goodwill), designs, design right, copyright (including copyright in computer software), confidential information and know-how, database rights, applications for any of the foregoing, and all other intellectual and industrial property and rights of a similar or corresponding nature in any part of the world.

23.2 To the extent that ownership of IPR does not vest in the Bank by operation of law, you agree that all IPR generated by you during your employment will be owned by the Bank in perpetuity. You will co-operate fully, and do all acts required (at the Bank's expense), to assign IPR with full title guarantee worldwide to the Bank in perpetuity. You agree to appoint the Bank to act as your attorney for the purposes of securing grant and ownership of the IPR. You also agree to do nothing, during or after your employment, to affect the validity of any IPR; in particular, you agree not to make any non-confidential disclosure of any detail of the IPR outside of the Bank before protection for the IPR has been sought or such disclosure has otherwise been authorized. You also agree to waive all moral rights to all work, where the Bank owns or will own the copyright or design right to it.

23.3 Nothing in this document and your employment contract shall oblige the Bank to seek patent or other protection for any IPR generated during the course of your employment. The Bank may delegate its rights and/or obligations under this clause to a group company or other nominee. Rights and obligations in this clause shall survive termination of your employment for any reason.

24. Information, Assets and Systems

24.1 When you join the Bank, you may have access to phones, e-mail, internet and other equipment and systems. These form part of our IT and communication systems and you will be required to use them in accordance with the Bank policies relating to them. You should refer to the Code of Conduct for further information on these policies. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Bank, which may be in your use, custody, care or charge. For the loss of any property of the Bank in your possession, the Bank will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

24.2 Information Security Compliance: All employees are expected to be aware of their responsibility relating to protection of information and information assets of the Bank. Accordingly, you are required to familiarize yourself with the Information Security Policies and Procedures of the Bank and abide by it in spirit and practice.

25. Other terms and conditions:

25.1 The Bank reserves the right to make changes to any of your terms and conditions of employment. Any changes will take effect from the date stated in the communication.

25.2 In the event of a criminal case being filed against you in your personal capacity (not in the course of or arising out to employment), the Bank may, at its discretion, ask you to proceed on leave or suspend your employment till the issue is sorted out and you are acquitted. During this period, you will be paid as per applicable laws. If convicted, your employment will stand withdrawn/terminated.

25.3 Bank reserves the right to place you under suspension pending enquiry into the charges of misconduct or otherwise as deemed fit by the bank.

25.4 You will intimate in writing to the Bank any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

25.5 As an employee you are responsible to provide correct personal email ID and phone number. The personal email ID and phone number as provided by you will stand valid for all communication from the Bank. In case of change in communication information, you are liable to update the same with the Bank within Seven (7) days of such change. Failing which, any communication sent on your last recorded address/email shall be deemed to have been served on you. The email ID provided by you, until updated with the Bank, shall be considered as one of your unique identification ID.

25.6 The present designation is subject to change depending upon work assignment from time to time.

25.7 During your employment, you will be subject to the Code of Conduct, employment rules, regulations and policy of the Bank applicable and amended from time to time. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your employment.

26. Indemnity

26.1 You shall indemnify, keep indemnified and hold harmless the Bank against any loss, damage, expense, costs, fines, charges, proceeding which the Bank might suffer due to or arising out of any wrongful acts, wrongful gains, fraud, mala fide acts, gross negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your services on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damage

27. Force Majeure

27.1 Notwithstanding anything contained herein, if the regular operations of the Bank are suspended resulting from general economic conditions or other general market effects or Acts of God or governmental or regulatory restrictions other cause of similar or different nature beyond the control of the Bank, the Bank may suspend the performance of services by you and the payment of compensation herewith. During the continuation of such suspension of operations, the Bank may, by written notice, terminate employment agreement or change the terms and conditions of your employment with no further liability whatsoever.

28. Foreclosure:

28.1 The Bank reserves the right to suspend or terminate the performance of services by you and the payment of compensation, in case of any unforeseen circumstances that might lead to suspension of the operations of any unit or business of the Bank. In such case, the general terms and conditions related to termination of employment shall stand valid.

29. Warranty

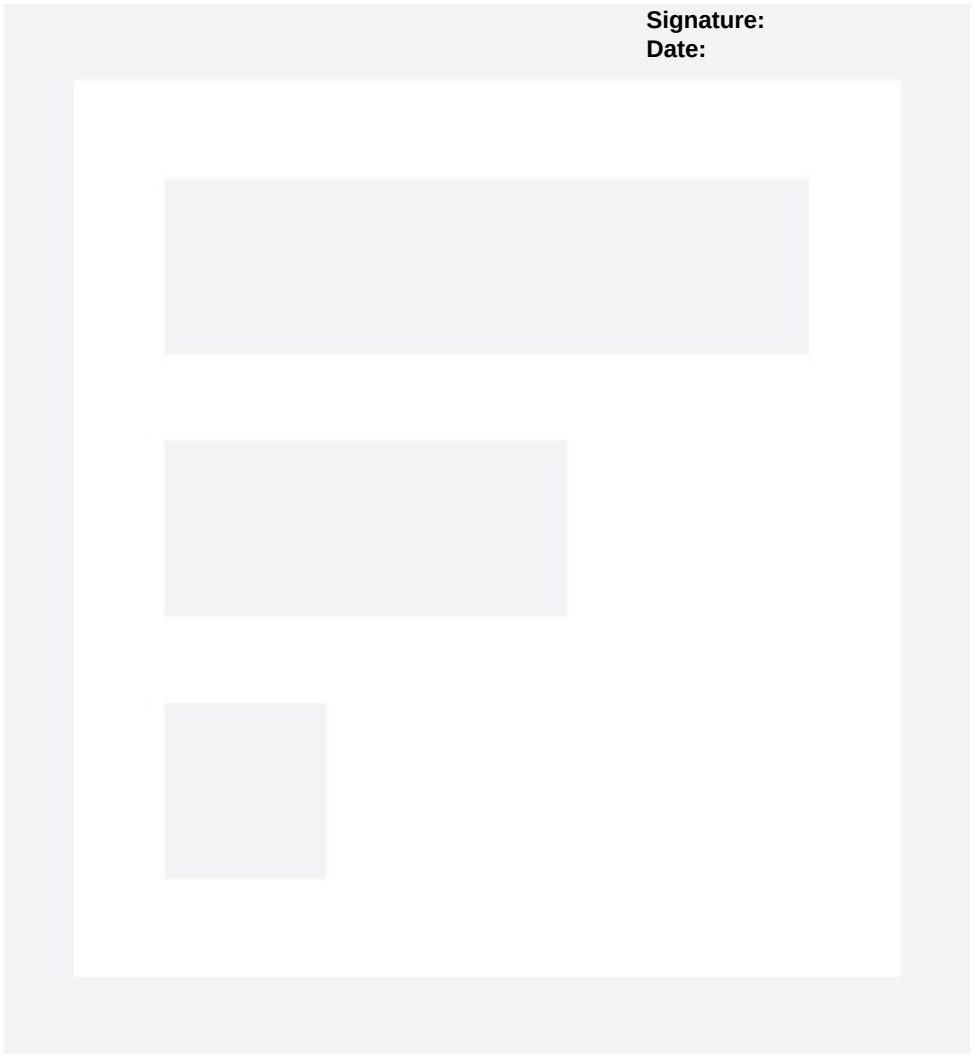
29.1 You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment, or any of them, in accordance with the terms and conditions of this letter.

30. Governing Law

30.1 The interpretation and enforcement of this contract/document shall be governed by and construed in all respects in accordance with the law of India and the parties submit to the non-exclusive jurisdiction of the Mumbai courts.

Accepted & Agreed:

Signature:
Date:



IDFC FIRST Bank

ALWAYS YOU FIRST

Name: **NAGORI HEEBA**

Date: 19-Nov-2022

Company ID: 224914

EMPLOYEE VALUE PROPOSITION

Congratulations! We are delighted to welcome you to the IDFC FIRST Bank family.

At the IDFC FIRST Bank we aim at giving each employee an opportunity to succeed. You are an integral part of our growth story and our success stories are now intertwined.

There's a lot to learn with us, not only the work but also about our culture and values. Our employee value proposition below portrays the value and experience you will gain by working at our bank.

*Be part of a **winning team**.*

*Drive change with **cutting edge technology.***

*Join a work force that is high on **integrity.***

*Be where **growth** is not just a number.*

*Make a **social impact**, make a difference to the society.*

*Be **dynamic**, agile, responsive, bold, disruptive.*

We are excited about you joining the bank and wish you great success in your new role.

Kindly indicate your agreement with these terms by signing and dating the agreement.

Please share a signed copy of this letter with us not later than five days from the receipt of this letter.

Warm Regards

Deepika Mahajan

Head Talent Acquisition and Employer Branding

Human Resource Department.

IDFC FIRST BANK LTD.

Annexure 4

PRE JOINING DOCUMENT CHECKLIST

(TO BE UPLOADED ON THE IDFC FIRST BANK HR SYSTEM)

S.No	Document Name	Acceptable Proof
1	Permanent Address Proof	Passport/Driving License/Voters Id Card
2	Current Address Proof (if different from permanent address)	Passbook/Rent Agreement
3	Cancelled Cheque for Alternate Bank Account	If cheque book is not available, copy of the passbook with account number and address can be submitted
4	Employment Documents (Only for experienced candidates)	Relieving Letter/ Experience letter required for all the employments mentioned on the resume. Kindly note that, relieving letter for the last employment is required to be submitted within 45 days of joining.
5	Education Documents	Mark sheets and certificates for all relevant qualifications, as mentioned on the resume
6	Resignation proof for last employment (Only for experienced candidates)	Scanned copy of resignation proof/Resignation Email/ System Screenshot of resignation submission
7	Photo	High resolution clear passport size photograph with white background is required. This will be printed on your ID card
8	Driving License (Only for candidates applying to rural roles)	Driving License copy can be uploaded
9	Insurance Book (Only for candidates applying to rural roles)	Copy of the insurance book can be uploaded
10	RC Book (Only for candidates applying to rural roles)	RC Book copy can be uploaded. In case, you do not own a vehicle, an authority letter is to Navigation: Me > Onboarding
11	Accepted Copy of the Appointment Letter with signature of the applicant and acceptance date	

JR international Preschool,Antophill Branch

Appointment Letter

To,

~~Mrs.~~/Miss

Shaikh Tanaz.

(Sub. To appoint as a pre-primery teacher)

Dear Madam,

You are appointed as a part time teacher in above school from 15th Nov. 2021 .This is a temporary job.

increment will held once in a year.

If any misbehaviour or complaint aginst you from parents or cologius we"ve right to dicontinuous your job without any intimation.

Thank you,

Tanaz

Regarding,

Principal

OPPO A12 · ©Aditya
2023/03/02 15:50

Virtual ID Card



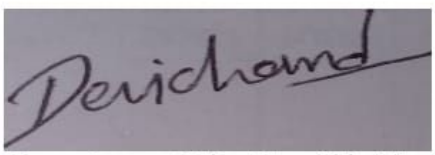
Mr. Doliya Devichand

50092709

Reliance RETAIL

Reliance Retail Limited

EC NO : 50092709	DOB : 12/12/1994
DOJ : 04/02/2022	Height : 178
ID Mark : Right hand mark	Blood Group : B +



Signature of the Card Holder

Note : This is system generated ID card. It doesn't require authorized signature

Dream Cake

100% Home Made Cake







Our Specialty

- Cup Cakes
- Theme
- Flavor Cakes
- Doll Cakes
- Pastries
- Black Forest
- Chocolate Birthday Cake
- Eggless Truffle Cake
- Mango Meringue Cake
- Oreo Cake
- Red Velvet
- Surprise Photo Cake
- Chocolate Cakes

Customized as per your choice

No Compromise with Hygiene

High Quality Products and Rich Taste

Fresh Cakes



Any query please contact

Mobile : 9702126288

Inspired by Science

Annexure - A

Compensation Structure Details

CONFIDENTIAL

Name: Aniket Dinesh Kumar Jaiswal
Designation: Executive Trainee
Location: Udaipur

S.No.	Components		Frequency of Payment	Amount Per Month (Rs.)	Amount Per Annum (Rs.)
A.	**FIXED COMPONENTS (BASIC & ALLOWANCES)**				
	1.	Basic	Monthly	9,167	1,10,004
	2.	HRA (40% of Basic)	Monthly	3,667	44,004
	3.	Special Allowance	Monthly	4,653	55,837
	4.	LTA @ (One Month's Basic)	Annually	764	9,167
	5.	Annual Performance Allowance	Annually	2,000	24,000
B.	**RETIRAL & STATUTORY**				
	1.	Provident Fund @ (12% Of Basic)	Retiral	1,658	19,896
	2.	Gratuity @ (4.8 % Basic)	Retiral	440	5,280
	3.	ESI @(3.25% of Basic)	Statutory	568	6,816
		Total CTC		**22,917**	**2,75,004**

For **PI Industries Ltd.**

Authorized Signatory

Strictly Confidential

November 01, 2021

Mr. Amrendra Pandey
Emp. No. 34719
Mumbai

Dear Amrendra,

Letter of Appointment

Hinduja Global Solutions Limited, is glad to offer you an appointment to the position of "BP Associate" with effect from November 01, 2021. Your annual Compensation (CTC - All Inclusive) will be **₹262080/-**. The details of your entitlements and your salary are as per Annexure II. You will be based at Mumbai.

The following are enclosed as annexure:

- General Terms and Conditions of Employment (Annexure – I)
- Entitlements and Remuneration (Annexure – II)

This appointment is subject to a satisfactory reference report being received by us.

You are requested to sign the copy of this Letter with Annexure and return the same to us as a token of your acceptance of the offer. We are excited at the prospect of working with you and look forward to a fruitful association.

We welcome you to Hinduja Global Solutions Limited and wish you a rewarding and successful career.

Yours truly,

For Hinduja Global Solutions Limited.

Signature Not Verified
Digitally signed by SHIRUDE PRAJAKTA MADHUKAR
Date: 2021.11.01 23:07:12 +05:30
Reason: Appointment Letter

(Prajakta Shirude)
Head – Human Resources
Business Services Division

This is a digitally signed document and does not require physical signature.

Date: April 23, 2021

Emp Temp Code: 8011085320
Anam Bano Ansari
House No 148, 4th Cross Street 1st Floor, Room No 04, Basavanna Nagra Bangalore,
Karnataka - 560048, India

Letter of Appointment

Dear Anam,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as Customer Service Associate- Voice .You are required to report to the Client's office at **Bangalore** on **April 23, 2021** ("**Joining Date**") at **9:30 AM**.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.

2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.

3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. Work exigencies and your profile may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.

4. While your initial place of posting will be at 's office at **Bangalore** , you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be require to and shall sign all required documentation as per the rules, regulation and policies of the Company.

5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time **("Probation Period")** if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.

6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

   The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behavior, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.

8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.

9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

   You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you **("Confidential Information")**. You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.

11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.

12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **September 16, 1995**.

13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.

15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.

16. You hereby consent to share your payroll and employment related data for processing and review outside of the country, subject to adherence to applicable law.

17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.

18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Services Private Limited ,

Rupak Chatterjee
Senior Director - Recruitment

I,**Anam Bano Ansari** , residing at **House No 148, 4th Cross Street 1st Floor, Room No 04, Basavanna Nagra Bangalore, Karnataka - 560048, India** do hereby accept the terms and conditions in this letter.

Employee Signature	_____
Employee Name	**Anam Bano Ansari**

Enclosures:

1. Compensation/ Salary details **(Annexure I)**
2. Non-Disclosure- Declaration and Undertaking **(Annexure II)**
3. Personal Data- Declaration **(Annexure III)**
4. Work from Home- Declaration, **applicable under WAHA-[Work at Home] (Annexure IV)**

NOTE: For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

Teleperformance
each interaction matters

Emp Temp Code : **8011085320**

Annexure I
Compensation Details

Name Of Employee:	Anam Bano Ansari	
Designation:	Customer Service Associate- Voice	
Grade:	Grade I	
Date Of Joining:	April 23, 2021	
City:	Bangalore	
Salary Structure (Appointment)	**Amount in Indian (INR)**	
Basic Pay	12,078.00	
Housing Rent Allowance (HRA)	7,246.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	1,006.00	
Gross Fixed Salary (1)	**20,330.00**	
Provident Fund (Employee) **(2)**	1,449.00	
ESIC (Employee) **(3)**	152.00	
Net Take Home [1-(2+3)]	**18,729.00**	
Provident Fund (Employer) **(4)**	1,449.00	
ESIC (Employer) **(5)**	661.00	
Gratuity* **(6)**	581.00	
Total Fixed Cost (1+4+5+6)	**23,021.00**	
Annual Fixed CTC	276,252.00	
Annual Performance Pay**	**0 % of Annual Fixed CTC**	
Annual Performance Linked Incentive (PLI)	0.00	
PLI Payout Frequency	Annually	

For Teleperformance Global Services Private Limited ,

Rupak Chatterjee
Senior Director - Recruitment

***Gratuity** shall be payable as per "**The Payment of Gratuity Act**".
****Performance Pay** will be paid on **Annual Basis** and would be payable subject to assessed performance achievement level, based on the "**Performance Pay**" payout policy.
#**Statutory Bonus** is paid monthly as per "**The Payment of Bonus Act**".

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a **"Minimum Attendance Threshold/Performance"** as qualifying criteria for such payout.

Employee Signature	_____
Employee Name	**Anam Bano Ansari**

ANNEXURE II

DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Anam Bano Ansari** residing at **House No 148, 4th Cross Street 1st Floor, Room No 04, Basavanna Nagra Bangalore, Karnataka - 560048, India**, and working as **Customer Service Associate- Voice**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Services Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai-400090, Maharashtra, India.

2. I shall comply with all Teleperformance policies.

3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.

4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.

5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed except if expressly requested by my manager. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.

6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.

7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
   (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
   (ii) Any such breach would cause injury to the Company, and
   (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other remedies which may be available, either at law or in equity.

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.

9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
   i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
   ii. canvass solicit or endeavor to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
   iii. solicit, interfere with, or endeavor to entice away any employee of the Company; or
   iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.

11. I shall **NOT** make a '**facilitation payment**'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.

12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
    (a) any person who is so employed / associated becomes a relative, and/or
    (b) a relative, in future, is so employed / associated with the Company.

I **understand and acknowledge** that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____20___

Employee Signature	_____
Employee Name	**Anam Bano Ansari**

Annexure III

Personal Data - Declaration

Article I.

I **Anam Bano Ansari** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

a) I am found guilty of a criminal offence / is under police caution or investigation;
b) There is a change in my legal right to work / work status; and
c) There are any adverse credit judgments against me.
d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	**8011085320**
Employee Signature	_____
Employee Name	**Anam Bano Ansari**

ANNEXURE IV

DECLARATION AND UNDERTAKING - Work From Home

I, **Anam Bano Ansari** ,do here-by confirm and declare that while I Work From Home, I will adhere to all company and Client confidentiality and security policies, not limited to the below:

- I understand and agree that 'Working From Home' is an extension of my workplace and all policies as applicable while Working From Office shall continue to apply, including Confidentiality Agreement, Code of Conduct, Data Security and WAHA Security Policy amongst others;
- I understand that I will not use pen, paper, mobile phone,camera, or any other electronic devices while I am Work from Home;
- I will not have unauthorised people, including family and friends to access or take a look at my device while I am working, however I also understand that their movement around or behind my device might be captured in any monitoring tool;
- I understand and agree that recording of conversations or other Teleperformance /Client/consumer information, outside of standard business processes is prohibited;
- I understand that the use of speakerphone is prohibited while Working From Home;
- I understand that the key privacy considerations around accessing personal data (for example customer, client and employee information), read in conjunction with Teleperformance polices, standards and procedures, while Working From Home is strictly prohibited;
- I shall take particular care to reduce the risk of inappropriate or unauthorised disclosure of personal data while Working From Home; and
- I have a functional internet connection at home and shall ensure that it is operational with enough data availability at all the time. I understand that this is a pre-requisite for Work From Home and I shall maintain good internet bandwidth. I shall be fully responsible for upkeep and usage of this connection.
- I agree to return company or client's systems, assets, records and materials **within 36 hours** from the date of intimation received by the company in the same condition as it was provided to me.
- In case, I delay in returning or fail to return or returned in damaged condition, the company's or client's systems, assets, records and materials within such stipulated time then company has the undisputed right to recover penalties/amount as per the case may be.
- I agree to the use webcam for video calls/collaboration with supervisors and colleagues.
- I agree to the use of cameras the Teleperformance Cloud Campus by Teleperformance and the terms and condtions related to it as appended below, which is subject to update, as per the applicable law. This is regardless of whether the camera was provided by Teleperformance, if it is built-in or bundled with the equipment provided to the employee, or in a Bring Your Own Device (BYOD) scenario.
- I understand, that I have the option to raise a helpline ticket to the BHR team over the email id (**HR.TPCCIndia@teleperformancedibs.com**), if I will have any concern whatsoever, post deployment of Teleperformance Cloud Campus.
- I understand, that in the event, I desire to opt-out as Working-from-Home-Agent in the Teleperformance Cloud Campus, I will reach out to my immediate supervisior with a written notice stating the reason for it and [HR.TPCCIndia@teleperformancedibs.com].
- I hereby give my consent to Teleperformance's use of a Camera as part of the computer sign-on process to authenticate my identity. I further agree to allow Teleperformance to visually monitor me during work hours via a camera to ensure that my work-at-home environment meets the expectations of Teleperformance and its clients.

- I specifically understand and agree to Teleperformance's use of camera video and audio for security measures assessment, proper and lawful execution of all employment and client related contractual provisions, safety verification and any other business-related purpose. I agree to turn on the camera when requested and/or conduct verification via phone or video call pursuant to random clean desk audits.

For this purpose, I hereby understand that Teleperformance reserves the right to inspect my work area in my Work From Home site or the system virtually with or without advance notice to me. I also understand that at random intervals during your shift, Teleperformance may take snapshots of your workspace to analyze and detect any violations of existing security protocols including, but not limited to, clean desk policy, GECSP and TISPS standards. I hereby provide my consent and agree to such inspection and waive-off any claim for invasion of privacy in connection with such inspection. There are a number of situations in which I will activate the camera. These include: for my identification to be confirmed (in particular every time I login to Teleperformance systems); during regular security procedures; during 1-to-1 meetings, coaching sessions, and team meetings to achieve the most effective communication, collaboration and provision of the services. As I am providing services remotely, Teleperformance also recommend camera use during the rest of the time that I am providing services as a way to more effectively engage with my colleagues. When I activate my camera, it will be livestreaming and not recording. Every time recording is required (for Teleperformance business purposes, in a chatroom where you are present, for instance recording informational sessions delivered by TP Representatives), the 'recording icon' will show and I will be able to turn off my own individual camera during the recorded session.

For above purpose, Teleperformance, in its sole discretion, reserves the right to install any system monitoring technology on the work machine including EDR, Webcams or any other software/file that allows for supervision at work-at-home site which includes, but is not limited to:

- Capturing 'facial confirmation', 'ID scan' and 'Geo Tagging';
- Tracking 'multiple people violation'. 'unknown user violation', 'not at desk violation', 'auto idle user detection'; Mobile phone detection and usage;
- Clean desk environment (use of pen/paper or other objects not permitted);
- Capturing Desk-top random image and click pictures when above violations are detected via random scan which could be used as evidence in case of any breach as per the security policy

I understand that failure to comply with the above will lead to appropriate action in accordance with Teleperformance HR policies and manual.

Temp Emp Code	**8011085320**
Employee Signature	_____
Employee Name	**Anam Bano Ansari**

Co-WIN
Winning Over COVID

COVID-19 Vaccination Appointment Details

APPOINTMENT DETAILS					
Center	CGHS Wellness Center P 175, 219 CC.G.S Colony Antop Hill Road Mothilal Nehru Nagar Sector 7CGS Colony Antop Hill Mumbai,Mumbai, Maharashtra				
Date	26 Jun 2021	**Time**	09:00AM-05:00PM	**Preferred Time Slot**	09:00AM-11:00AM

DETAILS OF INDIVIDUALS				
#	**Name**	**Reference Id**	**Secret Code**	**Photo Id to Carry**
1	Rajan Rajesh Kumar Vishwakarma	11492466788800	8800	Aadhaar Card

INSTRUCTIONS

1. Please carry the registered mobile phone and the requisite documents, including appointment slip, the Photo ID card used for registration, Employment Certificate (HCW/FLW) etc. while visiting the vaccination center, for verification at the time of vaccination.
2. Please check for additional eligibility conditions such as co-morbidities, BPL, Antyodaya, disability etc. If any, prescribed by the respective State/UT Government for vaccination at Government Vaccination Centers, for 18-44 age group, and carry the other prescribed documents (e.g. Comorbidity Certificate etc.) as suggested by respective State/UT (on their website).
3. Please arrive at the vaccination center only 15 minutes before the scheduled time to avoid overcrowding.
4. Please follow COVID appropriate behaviour at the vaccination centers.
   a) Wear a mask.
   b) Maintain a distance of at least 2 meters from others.
   c) Follow the queue system maintained at the vaccination centers.
5. Please confirm from the vaccinator if your details such as name, gender, year of birth, ID card type and ID card number is correctly recorded in the system.
6. Last 4 digits of your beneficiary reference ID is your security PIN. Please provide the same to the vaccinator/verifier, when asked.
7. If you do not receive the confirmation SMS for vaccination, please do contact the vaccinator/ vaccination center in-charge before leaving the vaccination center.
8. Please check your certificate generated after successful vaccination recording before leaving the vaccination center. You may check for certificate by logging in to your account at cowin.gov.in or Arogya Setu or Digi-locker.
9. Please preserve any other document provided by the vaccination center with details of vaccination.
10. If for any reason, you are not offered vaccination despite having a valid appointment, you may lodge a complaint by calling the COVID-19 helpline 1075 or send an email to support@cowin.gov.in.

IndusInd Bank

AL Ref No :cadc85f1c3ca44d2

16-Feb-23
Iffhat Jahan Irshad Ali Siddique
Bldg No C4 Room 703, New Mhada colony, Kokri Agar, Near GTB nagar monorail station, wadala, Mumbai, Maharashtra, 400037,
Pincode:
Contact No:9004582800

Sub: Letter of Appointment

Dear Iffhat Jahan Irshad Ali Siddique,

We are pleased to offer you the position of Service Delivery Manager in the grade of DM for 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 20-Feb-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 20-Feb-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 Durg Branch in Durg. 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 my take appropriate steps as required.

Candidate's signature:_____

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IndusInd Bank

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:_____

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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:_____

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25. This letter of appointment upon your acceptance by signing shall be binding on you and shall be treated as an employment agreement. Hence, you are requested to return a copy of this letter of appointment by signing on the same at the place indicated therein as a token of your acceptance of the above terms and conditions.

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

Sanjay Sen
Zonal HR Partner
Human Resources Department
IndusInd Bank Ltd

Candidate's signature:_____

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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 16-Feb-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.

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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:

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IndusInd Bank

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)



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Annexure - I

Letter Date:		16-Feb-23	
Candidate Name:	Iffhat Jahan Irshad Ali Siddique	Organization Unit (OU):	CBL-BB-SDM
Contact Address:	Bldg No C4 Room 703, New Mhada colony, Kokri Agar, Near GTB nagar monorail station, wadala, Mumbai, Maharashtra, 400037,, Pin Code -	Branch:	Durg Branch
Grade:	DM	City:	Durg
Designation:	Service Delivery Manager	Reporting Manager ECN:	136934
Function (Business Unit):		Reporting Manager Name:	Soumyakanta Mahanty
Department:		Cost Center Code:	8430

Compensation Heads	Rs. (Per Annum)	Rs. (Per Month)
Basic	152780	12731
HRA	76390	6365
Officer Allowance	58181	4848
Statutory Bonus	28800	2400
Medical Reimbursement	15000	1250
Conveyance Allowance	19200	1600
Monthly Gross - (A)		**29194**
LTA (B)	10000	833
Employer PF Contribution (C)	21600	1800
Annual Guaranteed Cash (D)=(A+B+C)	381951	31829
Gratuity (E)	7349	612
Insurance Costing Mediclaim & GPAI (F)	10700	891
Cost to Company (G)=(D+E+F)	**400000**	**33333**

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**

Sanjay Sen
Zonal HR Partner
Human Resource Department
IndusInd Bank Ltd

Candidate's Signature: _____
Date: _____

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STATE STREET.

March 07, 2022

PRIVATE AND CONFIDENTIAL

Sandeep Gopinath Jartarghar

Dear Sandeep Gopinath Jartarghar,

We are pleased to offer you (hereinafter also referred to as, the "Employee") a position in StateStreet Corporate Services Mumbai Private Limited (the "Company"), a company incorporated under the Companies Act, 1956, as amended and having its registered office at Bangalore, under the following terms and conditions.

POSITION AND REPORTING LINE

You will be employed in the position of Accounting ETF, Associate 1, reporting to Aditya Gupta, Assistant Vice President. The Company may also, from time to time, change your duties as required by the Company's operational requirements.

OFFICE LOCATION

Your normal place of work will be based in Bangalore. However you may be required to work at any other premises which the Company currently has or may later acquire in India. You may also be required to travel within India and abroad for the performance of your duties.

DATE OF COMMENCEMENT

Unless otherwise agreed, your commencement date under this Contract will be March 28, 2022, subject to verification of your credentials for employment by the Company. Please ensure that you read and understand all terms and conditions. While you are required to execute and return all documents prior to commencing in your role, in the event that you commence work before doing so, your commencement will be deemed acceptance of all terms and conditions.

Sandeep G Jartarghar

Reliance SMSL Limited

Ref : SMSL/73033631/12211465/310123/1237

Date : 31 Jan 2023

Satinder Pal

sangam nagar ganesh galli,
near rakesh kirana store wadala , mumbai,
mumbai, Maharashtra - 400037

Offer cum Appointment Letter

Dear **Satinder Pal**,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Associate THD FTTH.** Your base location would be **Mumbai RCP**.

You will join us on or before **6 Feb 2023**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 2,95,515 /- per annum (INR TWO LAKH NINETY FIVE THOUSAND FIVE HUNDRED FIFTEEN only) .**
Details are mentioned in **Annexure - I.** Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:

Date: 31 Jan 2023

Annexure - I

Name : **Satinder Pal**		
Grade : **K3**		
Designation : **Executive**		
Payments	**Monthly (INR)**	**Annual (INR)**
Basic	14,776	1,77,309
House Rent Allowance	9,850	1,18,206
Conveyance Allowance	0	0
Gross Compensation	24,626	2,95,515
Provident Fund (Employer Contribution - As per Act)	1,773	21,277
Bonus (As per Act)	1,208	14,500
ESIC (Employer Contribution - As per Act)**	0	0

Note ***:***

**All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

** It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.*

Signature :

Date: 31 Jan 2023

Annexure – II

TERMS & CONDITIONS OF EMPLOYMENT

1. The word 'establishment / office' used in offer-cum-appointment letter and / or any other communications from the Company should be construed to encompass workplace while working from home / office / facility / field, unless context means or specifies otherwise.

2. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer

3. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.

4. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.

5. The address and email ID as indicated in your application for appointment shall deem to be correct for sending any future communication to you. Every communication addressed to you at the given address / email ID shall be deemed to have been served upon you. You will immediately notify change of address / email ID, if any.

6. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with blue background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.

7. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

8. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

9. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704
Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

10. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the base location of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.

11. You shall be entitled to leave and other benefits as per the rules and regulations governing the base / home location where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly off may be staggered and determined as per the roaster.

12. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered, and you may be required to work in spells in the morning and evening.

13. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

14. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. You may be asked to work from office / facility / field / home. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

15. If advised to work from home, 'Home' means current residential premises declared by you in the employment application data furnished to the company at the time of joining. Any change thereof must be promptly communicated to the company. Any temporary change of residence because of any emergency should be communicated to the reporting manager at the earliest. Work from home does not permit working from public places, restaurants, markets, shops and malls, transport stations or vehicles or private premises belonging to unconnected individuals and organizations.

16. If advised to work from home, you must ensure availability of prescribed infrastructure, space, internet connectivity and equipment required to discharge your duties as specified by the organization from time to time. The cost of the infrastructure at home shall be borne by you.

17. If advised to work from home, your inability to login for part or whole shift and / or fulfil corresponding target output for any reason whatsoever, including but not limited to outage of power / data connectivity issues or any other circumstances beyond control of either or both parties will be treated as absence for part / whole day as may be applicable.

18. The company reserves right to advise employees to proceed on leave on loss of pay or implement lay-off or retrenchment of any employees, in the unlikely event of business environment or financial sustenance of the company being adversely impacted.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704
Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

19. In normal course you shall retire from the services of the organization on attaining the age of 58 years.

20. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
    a. Return to work within 8 days from the commencement of such absence
    b. Give an explanation to the satisfaction of the Management regarding such absence.

21. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving seven days' notice in writing by either side or payment of seven days Basic salary in lieu thereof. Unless extended in writing, you will deemed to be confirmed on completion of initial probation period or extended probation period, as the case may be. After confirmation, yourservices are liable to be terminated at any time without assigning any reason by giving 30 days' notice in writing by either side or payment of 30 days basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

22. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

23. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of yourskill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.

24. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

25. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management. Seeking membership of any local or public bodies would include:
    a) Holding any position, whether honorary or otherwise, in any legislature or local authority.
    b) Being an office bearer of any political party or organization which takes part in political or other collective activities.

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CIN: U74999MH2007PLC167704
Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

c) To take part in or assist in any manner in any movement / agitation or demonstrations of a political nature or other collective nature.
d) To canvas or take part in an election to any legislature or local authority

26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.

27. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.

28. You will scrupulously follow company's social media policy. Any deviation may make you liable for strict disciplinary action.

29. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.

31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.

32. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.

33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.

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34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.

35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 9 & 10 specifically.

Name : Satinder Pal

Signature :

Date: 31 Jan 2023

DATEN & WISSEN

04/03/2022
Kunal Sarkar,
Jai bharat mata nagar behind v.v.f co. Sion east mumbai-22
7770088489

Subject : Letter of Appointment

Dear Kunal Sarkar,

With reference to your candidature and subsequent discussion(s) you had, and also on the basis of information and testimonials submitted by you, we are pleased to appoint you as follows with the terms stated there in:

Job Title	: Junior Django Developer
Revise Date	: 04/03/2022
Job Posting Location	: Mumbai
Probation Period	: 1 Month for Internship and 6 Months for Full-Time (New joinee)
Notice Period	: 3 Month

You will be paid gross emoluments as per enclosed Annexure I, which shall be subject to Professional /Income Tax, as applicable.

Other Terms and Conditions (as may be modified from time to time) applicable to your employment with us are appended as enclosed Annexure II, which you are required to go through, understand and ensure adherence to during / post your employment with Daten and Wissen.

As a token of your accepting this Appointment on the Terms and Conditions mentioned in the Annexures, and on the remuneration detailed in the accompanying statement (duly attested by the undersigned), please return the Duplicate Copy of this Letter after you've signed it (all Pages).

We take this opportunity to extend to you a warm welcome to Daten and Wissen and look forward to a mutually rewarding and enriching association.

[DIGITALLY SIGNED]
NAZIRA SHAIKH
HR - Head
DATEN AND WISSEN PVT LTD

Authenticated through
Leegality.com (kYbeMXw)
Nazira Shaikh
Daten and Wissen
Date: Fri Mar 25 10:21:09 IST 2022

I accept the aforesaid terms & conditions and this offer of employment. I shall keep the contents of this document confidential.

I will join on: 04/03/2022
Name: Kunal Sarkar

Signature: [DIGITALLY SIGNED]

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Kunal Sarkar
Date: Fri Mar 04 18:40:52 IST 2022

Annexure

Components*	Annual (INR)
Basic	**9900**
HRA	**6300**
Bonus	**1800**
Gross	**18000**
ESIC (Employee Contribution)	135
PF (Employee Contribution)	1188
ESIC (Employer Contribution)	585
PF (Employer Contribution)	1188
PT	200
In hand	**16477**
CTC	**19773**

* - The components can vary depending on the company and the way it would want to structure the salary.
# - Total PT in a year need to be pay to government is 2500

* - The details of the employee are as per the details provided by them.

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+91 9820080751
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NON-DISCLOSURE AGREEMENT (India)

As a condition of my internship with Daten and Wissen Pvt. Ltd., a company incorporated in Thane, Maharashtra, India under the Companies Act 1956 and in consideration of the compensation now and hereafter paid to me by the Company, I **Kunal Sarkar** the undersigned employee, do hereby agree as follows:

1. NON-DISCLOSURE.

1.1 Recognition of Company's Rights; Nondisclosure. I understand and acknowledge that my internship by the Company creates a relationship of confidence and trust with respect to the Company's Proprietary Information (defined below) and that the Company has a protectable interest therein. At all times during my internship tenure and thereafter, I will hold in strictest confidence and will not disclose, use, lecture upon or publish any of the Company's Proprietary Information, except as such disclosure, use or publication may be required in connection with my work for the Company, or unless an officer of the Company expressly authorizes such in writing. I will obtain the Company's written approval before publishing or submitting for publication any material (written, verbal, or otherwise) that relates to my work at the Company and/or incorporates any Proprietary Information. I hereby assign to the Company any rights I may have or acquire in such Proprietary Information and recognize that all Proprietary Information shall be the sole property of the Company and its assigns. I will take all reasonable precautions to prevent the inadvertent or accidental disclosure of Proprietary Information.

1.2 Proprietary Information. The term "**Proprietary Information**" shall mean any and all confidential and/or proprietary knowledge, data or information of the Company, whether having existed, now existing, or to be developed during my employment. By way of illustration but not limitation, "**Proprietary Information**" includes (a) trade secrets, inventions, mask works, ideas, processes, formulas, source and object codes, data, programs, other works of authorship, know-how, improvements, discoveries, developments, designs and techniques and any other proprietary technology and all Proprietary Rights therein (hereinafter collectively referred to as "**Inventions**"); (b) information regarding research, development, new products, marketing and selling, business plans, budgets and unpublished financial statements, licenses, prices and costs, margins, discounts, credit terms, pricing and billing policies, quoting procedures, methods of obtaining business, forecasts, future plans and potential strategies, financial projections and business strategies, operational plans, financing and capital-raising plans, activities and agreements, internal services and operational manuals, methods of conducting Company business, suppliers and supplier information, and purchasing; (c) information regarding customers and potential customers of the Company, including customer lists, names representatives, their needs or desires with respect to the types of products or services offered by the Company, proposals, bids, contracts and their contents and parties, the type and quantity of products and services provided or sought to be provided to customers and potential customers of the Company and other non-public information relating to customers and potential customers; (d) information regarding any of the Company's business partners and their services, including names; representatives, proposals, bids, contracts and their contents and parties, the type and quantity of products and services received by the

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Company, and other non-public information relating to business partners; (e) information regarding personnel, employee lists, compensation, and employee skills; and (f) any other non-public information which a competitor of the Company could use to the competitive disadvantage of the Company. Notwithstanding the foregoing, it is understood that, at all such times, I am free to use information which is generally known in the trade or industry through no breach of this Agreement or other act or omission by me.

1.1 Third Party Information. I understand, in addition, that the Company has received and in the future will receive from third parties confidential and/or proprietary knowledge, data, or information **("Third Party Information")** subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. During my employment and thereafter, I will hold Third Party Information in the strictest confidence and will not disclose to anyone (other than Company personnel who need to know such information in connection with their work for the Company) or use, except in connection with my work for the Company, Third Party Information unless expressly authorized by an officer of the Company in writing

1.2 Term of Nondisclosure Restrictions. I understand that Proprietary Information and Third Party Information is never to be used or disclosed by me, as provided in this Section 1. If, however, a court decides that this Section 1 or any of its provisions is unenforceable for lack of reasonable temporal limitation and the Agreement or its restriction(s) cannot otherwise be enforced, I agree and the Company agrees that the five (5) year period after the date my employment ends shall be the temporal limitation relevant to the contested restriction, provided, however, that this sentence shall not apply to trade secrets protected without temporal limitation under applicable law.

2. DUTY OF LOYALTY DURING EMPLOYMENT. I agree that during the period of my employment by the Company I will not, without the Company's express written consent, directly or indirectly engage in any employment or business activity which is directly or indirectly competitive with, or would otherwise conflict with, my employment by the Company.

3. RETURN OF COMPANY PROPERTY. When I leave the employ of the Company, or at any time at the Company's request, I will deliver to the Company any and all drawings, notes, memoranda, specifications, devices, formulas, and documents, together with all copies thereof, and any other material containing or disclosing any Company Inventions, Third Party Information or Proprietary Information of the Company, as well as any other Company property. I further agree that any property situated on the Company's premises and owned by the Company, including disks and other storage media, filing cabinets or other work areas,is subject to inspection by Company personnel at any time with or without notice. Prior to leaving, I will cooperate with the Company in completing and signing the Company's termination statement if requested to do so by the Company.

1. NOTICES. Any notices required or permitted hereunder shall be given to the appropriate party at the address specified below, at my address as listed in the Company records, or at such other address as the party shall specify in writing. Such notice shall be deemed given upon personal delivery to the appropriate address or if sent by certified or registered mail, three (3) days after the date of mailing.

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2. **NOTIFICATION OF NEW EMPLOYER.** In the event that I leave the employ of the Company, I authorize the Company to provide notice of my rights and obligations under this Agreement to my subsequent employer and to any other entity or person to whom I provide services.

3. GENERAL PROVISIONS.

3.1 Governing Law: Consent to Personal Jurisdiction. This Agreement will be governed by and construed according to the laws of Maharashtra, I hereby expressly consent to the personal jurisdiction and venue of the state and federal courts located in Maharashtra for any lawsuit filed there against me by Company arising from or related to this Agreement.

3.2 Severability: In case any one or more of the provisions, subsections, or sentences contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. If moreover, any one or more of the provisions contained in this Agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall then appear.

3.3 Advice of Counsel: I ACKNOWLEDGE THAT, IN EXECUTING THIS AGREEMENT, I HAVE HAD THE OPPORTUNITY TO SEEK THE ADVICE OF INDEPENDENT LEGAL COUNSEL, AND I HAVE READ AND UNDERSTOOD ALL OF THE TERMS AND PROVISIONS OF THIS AGREEMENT. THIS AGREEMENT SHALL NOT BE CONSTRUED AGAINST ANY PARTY BY REASON OF THE DRAFTING OR PREPARATION HEREOF.

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Authenticated through Leegality.com (kYbeMXw) Kunal Sarkar Date: Fri Mar 04 18:40:52 IST 2022

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This Agreement shall be effective as of the first day of my employment with the Company.

I HAVE READ THIS AGREEMENT CAREFULLY AND UNDERSTAND ITS TERMS.

Name : Kunal Sarkar

Dated: 04/03/2022

Address:Jai bharat mata nagar behind v.v.f co. Sion east mumbai-22.

Sign:_____

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Kunal Sarkar
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ACCEPTED AND AGREED TO:

DATEN AND WISSEN PRIVATE LIMITED.

Name: **NAZIRA SHAIKH**

Title: HR HEAD

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Nazira Shaikh
Daten and Wissen
Date: Fri Mar 25 10:21:09 IST 2022

Address: BLK-003, NEW MATRUCHHAYA CHS LTD, B.P.X RD, OPP. MAHADEV MANDIR, KHARIGAON BHAYANDER(E), THANE - 401105

Dated: 04/03/2022

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EMPLOYMENT AGREEMENT

This agreement lays down the terms of employment, agreed upon by the employer and employee. Whether stated explicitly in the agreement or not, both the employee and the employer have the duty of mutual confidence and trust, and to make only lawful and reasonable demands on each other.

This EMPLOYMENT AGREEMENT (Hereinafter, the "Agreement") is entered into on **04/3/2022** (format mm/dd/yyyy).

BY AND BETWEEN

DATEN AND WISSEN PRIVATE_LIMITED, a private limited company incorporated under the Companies Act, 1956, having its registered office at G-3, Matru Chaya Apartment, Bhayander(E) Thane – 401105 (hereinafter referred to as the "Company" or "Employer", which expression shall, unless repugnant to the meaning or context hereof, be deemed to include all permitted successors and assigns),

AND

Kunal Sarkar residing at **Jai bharat mata nagar behind v.v.f co. Sion east mumbai-22** (hereinafter referred to as the "Employee", which expression shall, unless repugnant to the meaning or context hereof, be deemed to include all permitted successors and assigns).

WHEREAS, the parties hereto desire to enter into this Agreement to define and set forth the terms and conditions of the employment of the Employee by the Company;

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth below, it is hereby covenanted and agreed by the Company and the Employee as follows:

1. **Interpretation**

In this agreement the following terms shall have the following meanings:

a) **"Confidential Information"** — Any trade secret or other information which is confidential or commercially sensitive and which is not in the public domain (other than through the wrongful disclosure by the Employee) and which belongs to any Group Company (whether stored or recorded in documentary or electronic form) and which (without limitation) relates to the business methods, management systems, marketing plans, strategic plans, finances, new or maturing business opportunities, marketing activities, processes, inventions, designs or similar of any Group Company, or to which any Group Company owes a duty

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of confidentiality to any third party and including in particular [*insert specific named items of Confidential Information*];

b) **"The Employment"** The employment of the Employee by the Company in accordance with the terms of this agreement;

c) **"Group Company"** The Company, any company of which it is a Subsidiary (being a holding company of the Company) and any Subsidiaries of the Company or any holding company, from time to time;

d) "Subsidiary" A company as defined in section 1159 of the Companies Act 2006;

e) "Termination Date" The date on which the Employment ceases.

2. Position

a. Upon execution of this Agreement, the employee would be posted as the **Junior Django Developer** of the Company.

b. During the term period of this Agreement, the Company may change the employee's above mentioned post (or position) or location based on the Company's production, operation or working requirements or according to the employee's working capacities and performance, including but not limited to adjustments made to the employee's job description or work place, promotion, work transfer at the same level, and demotion, etc., or adjustments made to the employee's responsibilities without any change to employee's post (or position).

3. Term and Probation Period

a. It is understood and agreed that the first 180 (**6 months**) days of employment shall constitute a probationary period ("**Probationary Period**") during which period the Employer may, in its absolute discretion, terminate the Employee's employment, without assigning any reasons and without notice or cause.

b. After the end of the Probationary Period, the Employer may decide to confirm the Employment of the Employee, in its sole discretion.

c. After the end of the Probationary Period, this Agreement may be terminated in accordance with Clause 12 of this Agreement.

4. Performance of Duties

a. The Employee agrees that during the Employment Period, he/she shall devote his/her full business time to the business affairs of the Company and shall perform the duties assigned to him/her faithfully and efficiently, and shall endeavor, to the best of his/her abilities to achieve the goals and adhere to the parameters set by the Company.

b. The Employee shall be responsible for:

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5. Compensation

Subject to the following provisions of this Agreement, during the Employment Period, the Employee shall be compensated for his services as follows:

a. The Employee shall receive an annual salary, payable in monthly or more frequent installments, as per the convenience of the Employer, an amount of 237,276 INR per annum, subject to such increases from time to time, as determined by the Employer. Such payments shall be subject to such normal statutory deductions by the Employer.

b. During the term of this Agreement, the Employee's salary shall be paid by means of bank transfer, cheque, or any other method convenient to the Employer, and consented to by the Employee.

c. All reasonable expenses arising out of employment shall be reimbursed assuming that the same have been authorized prior to being incurred and with the provision of appropriate receipts.

6. Obligations of the Employee

a. Upon execution of agreement, the Employee shall not engage in any sort of theft, fraud, misrepresentation or any other illegal act neither in the employment space nor outside the premise of employment. If he/she shall do so, the Company shall not be liable for such an act done at his own risk.

b. The Employee further promises to never engage in any theft of the Employer's property or attempt to defraud the Employer in any manner.

c. The Employee shall always ensure that his/her conduct is in accordance with all the rules, regulations and policies of the Company as notified from time to time.

d. The Employee shall not take up part-time or full-time employment or consultation with any other party or be involved in any other business during the term of his/her employment with the Company.

e. The Employee shall always ensure that his/her conduct is in accordance with all the rules, regulations and policies of the Company as notified from time to time, including but not limited to Leave Policy and Sexual Harassment Policy.

f. The Employer hereby prohibits the Employee from engaging in any sexual harassment and the Employee promises to refrain from any form of sexual harassment during the course of employment in and around the premise of employment. If the Employee violates this term in the agreement, he shall be fully responsible for his/her actions and the Employer shall not be held responsible for any illegal acts committed at the discretion of the Employee.

7. Leave Policy

a. The Employee is entitled to 1 days of paid casual leaves in a month. In addition, the Employee will be entitled to public holidays mentioned under the Leave Policy of the Employer.

b. The Employee may not carry forward or encase any holiday to the next holiday month.

c. In the event that the Employee is absent from work due to sickness or injury, he/she will follow the Leave Policy and inform the designated person as soon as possible and will provide regular updates as to his/her recovery and as far as practicable will inform the designated person of the Employer of his/her expected date of return to work.

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d. If the Employee is absent from work due to sickness or injury for more than three consecutive days, he/she must submit to the Employer a self-certification form. If such absence lasts for more than seven consecutive days the Employee must obtain a medical certificate from his/her doctor and submit it to the employer.

e. For any period of absence due to sickness or injury the Employee will be paid statutory sick pay only, provided that he satisfies the relevant requirements. The Employee's qualifying days for statutory sick pay purposes are Monday to Friday.

8. Assignment

a. The Employee acknowledges that any work including without limitation inventions, designs, ideas, concepts, drawings, working notes, artistic works that the Employee may individually or jointly conceive or develop during the term of Employment are "works made for hire" and to the fullest extent permitted by law, Employee shall assign, and does hereby assign, to the Employer all of Employee's right, title and interest in and to all Intellectual Property improved, developed, discovered or written in such works.

b. Employee shall, upon request of the Employer, execute, acknowledge, deliver and file any and all documents necessary or useful to vest in the Employer all of Employee's right, title and interest in and to all such matters.

9. Competing Businesses

During the Term of this Agreement and for a period of two (2) year after the termination of this Agreement, the Employee agrees not to engage in any employment, consulting, or other activity involving Artificial Intelligence, Machine Learning or Data Science related fields that competes with the business, proposed business or business interests of the Employer, without the Employer's prior written consent.

10. Confidentiality

a. The Employee acknowledges that, in the course of performing and fulfilling his duties hereunder, he may have access to and be entrusted with confidential information concerning the present and contemplated financial status and activities of the Employer, the disclosure of any of which confidential information to the competitors of the Employer would be highly detrimental to the interests of the Employer.

b. The Employee further acknowledges and agrees that the right to maintain the confidentiality of trade secrets, source code, website information, business plans or client information or other confidential or proprietary information, for the purpose of enabling the other party such information constitutes a proprietary right which the Employer is entitled to protect.

c. Accordingly, the Employee covenants and agrees with the Employer that he will not, under any circumstance during the continuance of this agreement, disclose any such confidential information to any person, firm or corporation, nor shall he use the same, except as required in the normal course of his engagement hereunder, and even after the termination of employment, he shall not disclose or make use of the same or cause any of confidential information to be disclosed in any manner.

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d. The Employer owns any intellectual property created by the Employee during the course of the employment, or in relation to a certain field, and he shall thereon have all the necessary rights to retain it. After termination of employment, Employee shall not impose any rights on the intellectual property created. Any source code, software or other intellectual property developed, including but not limited to website design or functionality that was created by the employee, during the course of employment under this Agreement, shall belong to the Employer.

11. Remedies

If at any time the Employee violates to a material extent any of the covenants or agreements set forth in paragraphs 6 and 9, 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 paragraph 6 or 9 and agrees that the Company shall be entitled to an injunction restraining the Employee from any actual or threatened breach of paragraph 6 or 9 or to any other appropriate equitable remedy without any bond or other security being required.

12. Amendment and Termination

a. In case the Employer terminates the employment without just cause, in which case the Employer shall provide the Employee with advance notice of termination or compensation in lieu of notice equal to 1 month.
b. The Employee may terminate his employment at any time by providing the Employer with at least 3 months advance notice of his intention to resign.
c. The Employee may terminate on the last day of the month in which the date of the Employee's death occurs; or the date on which the Company gives notice to the Employee if such termination is for Cause or Disability.
d. For purposes of this Agreement, "Cause" means the Employee's gross misconduct resulting in material damage to the Company, willful insubordination or disobedience, theft, fraud or dishonesty, willful damage or loss of Employer's property, bribery and habitual lateness or absence, or any other willful and material breach of this Agreement.

13. Restrictive Covenant

Following the termination of employment of the Employee by the Employer, with or without cause, or the voluntary withdrawal by the Employee from the Employer, the Employee shall, for a period of three years following the said termination or voluntary withdrawal, refrain from either directly or indirectly soliciting or attempting to solicit the business of any client or customer of the Employer for his own benefit or that of any third person or organization, and shall refrain from either directly or indirectly attempting to obtain the withdrawal from the employment by the Employer of any other Employee of the Employer having regard to the same geographic and temporal restrictions. The Employee shall not directly or indirectly divulge any financial information relating to the Employer or any of its affiliates or clients to any person whatsoever.

Authenticated through Leegality.com (kYbeMXw)
Nazira Shaikh
Daten and Wissen
Date: Fri Mar 25 10:21:09 IST 2022

Authenticated through Leegality.com (kYbeMXw)
Kunal Sarkar
Date: Fri Mar 04 18:40:52 IST 2022

G-003, New Matruchhaya, B P X Road, Bhayander (East) Thane 401105 MH India
contact.us@datenwissen.com
+91 7021980537
+91 9820080751
www.datenwissen.com

14. Notices

a. Any notice required to be given hereunder shall be deemed to have been properly given if delivered personally or sent by pre-paid registered mail as follows:
   - To the Employee: Jai bharat mata nagar behind v.v.f co. Sion east mumbai-22
   - To the Employer: G-3, Matru Chaya Apartment, Bhayander(E) Thane – 401105

b. And if sent by registered mail shall be deemed to have been received on the 4th business day of uninterrupted postal service following the date of mailing. Either party may change its address for notice at any time, by giving notice in writing to the other party pursuant to the provisions of this agreement.

15. Non-Assignment

The interests of the Employee under this Agreement are not subject to the claims of his creditors and may not be voluntarily or involuntarily assigned, alienated or encumbered.

16. Successors

This agreement shall be assigned by the Employer to any successor employer and be binding upon the successor employer. The Employer shall ensure that the successor employer shall continue the provisions of this agreement as if it were the original party of the first part.

17. Indemnification

The Employee shall indemnify the employer against any and all expenses, including amounts paid upon judgments, counsel fees, environmental penalties and fines, and amounts paid in settlement (before or after suit is commenced), incurred by the employer in connection with hisF/her defense or settlement of any claim, action, suit or proceeding in which he/she is made a party or which may be asserted against his/her by reason of his/her employment or the performance of duties in this Agreement. Such indemnification shall be in addition to any other rights to which those indemnified may be entitled under any law, by-law, agreement, or otherwise.

18. Modification

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

19. Severability

Each paragraph of this agreement shall be and remain separate from and independent of and severable from all and any other paragraphs herein except where otherwise indicated by the context of the agreement. The decision or declaration that one or more of the paragraphs are null and void shall have no effect on the remaining paragraphs of this agreement.

Authenticated through Leegality.com (kYbeMXw)
Nazira Shaikh
Daten and Wissen
Date: Fri Mar 25 10:21:09 IST 2022

Authenticated through Leegality.com (kYbeMXw)
Kunal Sarkar
Date: Fri Mar 04 18:40:52 IST 2022

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contact.us@datenwissen.com
+91 7021980537
+91 9820080751
www.datenwissen.com

20. Paragraph headings

The titles to the paragraphs of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

21. Applicable Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of Thane, Maharashtra. Each party hereby irrevocably submits to the exclusive jurisdiction of the courts of Thane, Maharashtra, for the adjudication of any dispute hereunder or in connection herewith.

22. Counterparts

The Agreement may be executed in two or more counterparts, any one of which shall be deemed the original without reference to the others.

IN WITNESS WHEREOF, the Employee has hereunto set his hand, and the Company has caused these presents to be executed in its name and on its behalf, all as of the day and year first above written.

Authenticated through
Leegality.com (kYbeMXw)
Kunal Sarkar
Date: Fri Mar 04 18:40:52 IST 2022

(Employee)
Name:Kunal Sarkar

Authenticated through
Leegality.com (kYbeMXw)
Nazira Shaikh
Daten and Wissen
Date: Fri Mar 25 10:21:09 IST 2022

(The Employer)
Represented By:NAZIRA SHAIKH
Designation: HR-HEAD
DATEN AND WISSEN PVT LTD

G-003, New Matruchhaya, B P X Road, Bhayander (East) Thane 401105 MH India
contact.us@datenwissen.com
+91 7021980537
+91 9820080751
www.datenwissen.com

HRD/2T/13085212/19-20

Mr. Umang Rampalat Prajapati
Candidate ID: 13085212
Room No 123 TT Road Indira Nagar
Durga Chawal Sion Koliwada
Mumbai - 400037
Maharashtra
India
Ph: (91) 79771 73613

September 12, 2019

Dear Umang,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2019.09.12 16:22:14 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/2T/13085212/19-20

Mr. Umang Rampalat Prajapati
Candidate ID: 13085212
Room No 123 TT Road Indira Nagar
Durga Chawal Sion Koliwada
Mumbai - 400037
Maharashtra
India
Ph: (91) 79771 73613

September 12, 2019

Dear Umang,

Congratulations! We are delighted to make you an offer **as Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream**.**

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **December 16, 2019.**

Location

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

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

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

Training Period

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

INFOSYS LIMITED
CIN: L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com

Probation and confirmation

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

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

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

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

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2019-20 will be as follows:

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200.** The details of the Scheme would be available to you when you join the Company.

Notice period

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

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

Background checks

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

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

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

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

Other terms and conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2018-2019. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your name Location

Enclosures: Annexure - I (Compensation)

ANNEXURE –I
(Compensation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	**Mr. Umang Rampalat Prajapati**
ROLE	**Operations Executive**
ROLE DESIGNATION	**Operations Executive - Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	**16,162**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	**136**

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	**18,581**
TOTAL GROSS SALARY	**18,581**

OTHER BENEFITS

Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security) 20,000 (Without Security)	7%	24	Nil
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is Applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

Apprenticeship offer for acceptance

Inbox

N

noreply-dget@gov.in 1/3/2020

to me, apoorva

This is an auto generated mail, please do not reply to this mail.

Dear VRUSHALI LAXMAN POTE,

We are pleased to inform you that your application for apprenticeship with M/s LILAVATI HOSPITAL AND RESEARCH CENTRE, has been selected.You can view the offer letter and confirm your acceptance at the link below.
Kindly verify the correctness (as per the norms) of the following before accepting the offer :-

a. Duration of training
b. Stipend amount

http://apprenticeship.gov.in/Pages/Apprenticeship/OfferAcceptance.aspx?key=P8BglHhIMsQ%3d

Note:
This is not a confirmation mail for apprenticeship, you need to get your offer approved and contract generated.
The validity of above mentioned link is only 14 days.

Regards,
MIS Application System

Feb 18, 2022

Bipin Arvind Yadav,
Mumbai, India

Dear **Bipin Arvind Yadav,**

Subject: Offer Letter

This is with reference to your application, based on the information provided by you and the discussions held, we are pleased to invite you to work with us as **Cloud Engineer (MSP) – L1.** The joining date will be **21st February 2022.**

Please send us the acceptance within 24 hours of receipt of this letter.

Your gross salary will be **INR 8,000/-** per month during the 3 months of probation period**.** Your performance will be assessed during your probation. The average rating will decide the salary that will be offered to you at the time of conversion as full time employee as per the below matrix:

RATING	MONTHLY SALARY(INR)
Outstanding	18000
Exceeds Expectation	17500
Meets Expectation	17000

A detailed Employment Agreement/Appointment Letter will be issued to you after you have joined the company. You will be governed by the rules and regulations of the company that are in force and as may be modified/ incorporated from time to time.

We look forward to having you as part of IFI Techsolutions Pvt Ltd Team!

For, **IFI Techsolutions Pvt Ltd.**

Director,

Anil Garg

I have read, understood and agree to all the above and hereby accept the offer of employment on the above terms and conditions. I understand that my employment is contingent upon execution of the Non-competition, Confidentiality and Non-solicitation Agreement and the Agreement to Review and Comply with company's Human Resources Policies.

_____ _____

Bipin Arvind Yadav Date

ANNEXURE-A

LEVEL	L1
DESIGNATION	Associate Engineer
ROLE	Cloud Engineer (MSP)

COMPONENT CATEGORY	PER MONTH	PER ANNUM
Basic	4,800	57,600
HRA	1,600	19,200
Sp All.	1,600	19,200
Gross Salary (A)	**8,000**	**96,000**
Employee PF @12 %	768	9,216
Employee ESI @0.75%	60	720
Employee PT	175	2,100
Employee Net Salary (in hand)	**6,997**	**83,964**
Company PF @ 13% **(B)**	832	9,984
Company ESI @ 3.25% **(C)**	260	3,120
Bonus **(paid yearly) (D)**	400	4,800
CTC (A) + (B) + (C) + (D)	**9,492**	**1,13,904**

- **Bonus will be rolled out on annual basis.**

CRISIL
An S&P Global Company

Date: 28-01-2022

Letter Reference: Contract / 28-01-2022 / Ref No. CAND_68462

AHASAN SIDDIQUI,

,
,
, Mumbai,
Maharashtra ,400017,
India

Dear AHASAN,

Internship

We thank you for your interest to associate with our organisation as an intern for a short period, pending completion of your management education.

We are delighted to offer you internship with our organisation and welcome you to the CRISIL family. You will undergo internship with CRISIL Limited (**Company**).

The particulars of your internship are given in the attached Annexure I. Your internship will be governed by the terms and conditions set out in the attached Annexure II (**T&C**).

Please go through each of these and return a copy of this letter to us signed by you (together with the T&C duly initialled) as a token of your acceptance, within 2 working days of your receipt.

Yours faithfully,
For CRISIL Limited



Anupam Kaura

President – Human Resources

Encl.: Annexure I and II.

By signing below, I acknowledge and confirm that: (a) I have received this letter along with its annexure; (b) I have read the T&C fully. I understand that my internship with you will be governed by the terms and conditions of the Agreement, which I accept and agree to be bound by.

AHASAN SIDDIQUI

Signature: _____

Date of Signature: _____

Annexure I

Particulars of Internship - attached to letter reference / CAND_68462 / dated 28-01-2022 issued to:

Name of the Intern: AHASAN SIDDIQUI

Particulars	
Department	Corporate Technology-Development
Location	Mumbai Crisil House,Mumbai, Maharashtra, India, (India)
Internship Start Date	02-02-2022
Internship End Date	02-08-2022
Monthly Stipend (INR)*	**15,000**
Leave	**02 Days per month.***

* Prorated if for part of a month or other relevant period.



Employer's Signature:

Intern's Signature:

Letter Reference: Contract / 28-01-2022 / Ref No. CAND_68462

Annexure II

Internship Terms and Conditions (T&C)

General

In these T&C, certain terms have special meaning. They are indicated by boldfaced and italicized font where defined and capitalized where used. Unless opposed to the context, those defined terms will have the meaning given to them in these T&C. Some such terms are:

Affiliate means a company that controls, is controlled by or is under a common control with, the Company ("control" means the ability of an entity to direct the management and policies of another entity, whether by ownership of shares or otherwise).

Agreement means, collectively: (a) these T&C; (b) the annexure and schedules expressly stated to be forming part of your internship terms and conditions; (c) the Codes and Policies; (d) any amendment issued to you in writing by the Company which expressly amends the terms and conditions or other particulars of your internship with the Company.

Codes and **Policies** are defined in paragraph 10 below.

Relevant Law means, as relevant, all laws, regulations, orders of a judicial, statutory or other authority that the Company is bound to comply with.

Us, **our**, **we**, or **Company** refer to the legal entity employing you – which is the legal entity on whose letterhead your internship contract including these T&C is issued.

You and **your** refer to the person to whom this letter is addressed.

More such terms are defined below and in the Annexure. Where the context requires: (a) a reference to one gender includes a reference to the other genders; (b) a reference to a singular includes a reference to its plural and vice versa; (c) reference to a law, regulation or order includes their revision, replacement or re-enactment. Annexure or schedules referred in these T&C refer to those attached to these T&C.

1. Your Internship
   i. You will undergo internship with the Company for the period stated in Annexure I. You understand this is not an employment. You do not have rights or benefits that are available only to employees of the Company. This internship does not oblige the Company to offer you employment with the Company on the completion of your internship.
   ii. You will apply yourself diligently to the internship and devote your whole time and attention to it. You will not undertake any other business, work or activity whether or not for consideration which, as determined by the Company in its sole discretion, may: (a) interfere with the Company's business or your internship; or (b) harm the Company's legitimate interests.

2. Timing, Office Location, Leave
   i. You will follow the timings and business hours applicable at the relevant time to the establishment or office to which you are attached.
   ii. The Company may from time to time by a written notice to you transfer, assign or second your internship to any Affiliate, successors in business, its clients or counterparties, or to any person or entity to whom the Company may transfer any part of its business.
   iii. During the period of internship you will be eligible for leave as specified in Annexure I. You may avail of such leave with necessary approvals.

3. **Medical Fitness**
   If you are not medically fit to undergo internship, the Company may not continue your internship. You will notify the Company in writing as soon as you become aware that the condition of your health may impair your ability to effectively undergo internship. If the Company asks you to, you shall undergo medical examination(s) and tests by a medical practitioner of the Company's choice. You authorize the Company to keep copies of the documents and reports and test results provided by any such medical practitioner and use them as the Company, acting reasonably, deems necessary.

4. Verification Checks
   i. The Company has agreed to engage you as an intern on the basis of your particulars and credentials. You: (a) give your consent to the Company conducting verification checks on your particulars and credentials (whether by itself or through its service providers); and (b) authorise the Company to use your personal information (including any sensitive personal information) as necessary with respect to your internship and share it with the Company's service providers or the parties the Company deals with. You will promptly notify the Company of any changes or updates to your particulars and credentials.
   ii. If it turns out that any of your particulars or credentials is not valid, the Company may: (a) consider your internship void since its beginning (in which case you shall return promptly on the Company's demand in full all payments the Company has made to you under the Agreement); (b) forthwith terminate your internship; and/or (c) take such other lawful action as it may consider necessary. Despite the foregoing, the Company shall continue to have rights analogous to those set out in paragraphs 6 and 7.5 and the provisions of paragraphs 8 and 9 shall operate as your undertaking in the Company's favour.

5. Stipend
   i. The Company agrees to pay you the stipend stated in Annexure I (**Stipend**). The Company may by a written notice to you revise your Stipend.
   ii. Your Stipend includes any amounts or components that Relevant Law requires the Company to pay you (**Statutory Payments**). From time to time, the Company may change any individual components of your Stipend or its structure to include any required Statutory Payments, such that after the change the total cost incurred by the Company on account of your Stipend remains unaltered.
   iii. When paying Stipend to you and where relevant at the time of settling your dues upon your ceasing to be an intern, the Company may, in addition to deductions specified elsewhere in the Agreement, deduct the following items (as applicable) and pay you the balance amounts (and you expressly and irrevocably authorise such deductions): (i) deductions required under Relevant Law; and (ii) amounts that you owe the Company. If the Stipend payable to you is not sufficient to cover the aggregate of all such deductions, you are liable to pay the Company the whole of the shortfall.
   iv. If Relevant Law requires the Company to deduct income tax or statutory levies or contributions from the Stipend payable to you, the Company will comply with such requirement and pay you the balance Stipend. Other than for such deduction of tax, you are solely responsible to account for your Stipend and comply with all applicable tax laws in respect of your Stipend.

6. Company's Property and Facilities
   i. In the course of your internship, the Company may at its discretion:
      a. provide you with or give access to, property (including, without limitation, equipment, vehicles, identity cards, access cards, access to software licences, information, subscriptions to services (including those of telephone and data)) whether or not owned by the Company or third parties it deals with (together, **Property**); and
      b. extend to you facilities including, without limitation, office space, desk space, memberships, subscriptions, guest houses, etc. whether or not owned by the Company or third parties it deals with (together, **Facilities**).
   ii. You will use each such Property or Facility only during the term of your internship and for no purpose other than as necessary for your internship or as the Company expressly permits you in writing (in each case as an exception). The Company may at any time withdraw or terminate your access to or use of any Property or Facility.

   iii. If you damage any Property or Facility, you shall make good such damage. Otherwise, the Company may deduct from your Stipend the costs of restoring or replacing such Property or Facility (and you authorise such deduction).

7. Term and Termination
   i. Your internship with the Company will be for the fixed period stated in Annexure I unless: it is (a) extended by the Company by a written notification to you; or (b) terminated in accordance with this Agreement.
   ii. You may terminate your internship for no cause by giving the Company a prior written notice of at least 15 days. The Company may terminate your internship for no cause by giving you a prior written notice of at least 7 days to the other (or payment of proportionate Stipend in lieu of any shortfall in the notice).
   iii. In addition to any other rights or remedy available to the Company, the Company may suspend your internship if the Company thinks there are reasonable grounds to do so. These may include, without limitation, the Company having reasons to believe you have breached Relevant Law, any Code or Policy, or where the Company considers it necessary to properly conduct any inquiry or investigation against you.
   iv. The Company may summarily terminate your internship forthwith without notice or payment in lieu of notice or incurring liability, if you: (a) breach any of the Company's Codes or Policies (including, without limitation, those relating to harassment, confidentiality, and information security); (b) damage, cause loss to, steal, injure, misappropriate, defraud or otherwise harm any Property or Facilities; (c) breach Relevant Law in the course of your internship; (d) you are no longer medically fit to undergo apprenticeship or your absence due to medical reasons exceed 15 days during the internship period; (e) breach your obligations under the Agreement; or (f) engage in any misconduct. You understand this is in addition to any other remedy the Company may have.
   v. Promptly on the Company's request and in any case before the end of your internship, you shall return, handover or give effective control to the Company of: (i) all Property and Facilities; and (ii) copies of Confidential Information; in each case, as have been entrusted to you or to which access has been provided to you or are otherwise in your possession or control or which ought to have been in your possession or control.

8. Confidentiality
   i. You acknowledge that in the course of your internship you will have access to Confidential Information. As between you and the Company, the Confidential Information belongs to the Company. You get no rights in any part of the Confidential Information and may only use it to the limited extent permitted by this Agreement. With respect to such Confidential Information, you agree:
      a. to keep it confidential and, not without the express prior written consent of the Company, use it for any purpose other than the performance of your Agreement or as permitted by this paragraph 8
      b. to take all reasonable steps to protect its confidentiality and, to the extent within your authority or control, prevent unauthorised access or

sharing of any such Confidential Information;.

c. not to directly or indirectly disclose any Confidential Information to any third party or any other person (including another intern of the Company) whose knowledge of such Confidential Information is not necessary for the performance of your internship under the Agreement;

d. not to remove from the Company premises or directly or indirectly copy or allow others to copy to any media the contents of any document, storage media containing any Confidential Information or otherwise take any such copy outside the Company premises, except to the extent of legitimate need in the course of your duties or as permitted by this paragraph 8.

ii. If law or regulation requires you to disclose any Confidential Information you will notify the Company promptly upon your becoming aware of such requirement. You will then cooperate with the Company in obtaining any waiver from disclosure of such Confidential Information. Your obligations of confidentiality shall be waived to the extent the Company is unable to obtain waiver from the requirement before the due date for your complying with the requirement.

iii. **Confidential Information** means Information in any form belonging, pertaining or relating to the Company, its Affiliates, suppliers, clients or parties that any of these deal with, which is disclosed to you or which you have access to in the course of your internship, except for information which is or has come into the public domain otherwise than as a result of your breach of your confidentiality obligations. **Information** includes, without limitation, information of any kind (whether financial, business, technical or otherwise), processes, images, databases, methods, Company records, customer lists, pricing policies, business practices, trade secrets, know-how, compositions, passwords, personal information, access details and ideas belonging or pertaining to the Company and/or its Affiliates and any of their clients, suppliers, interns or other parties they deal with.

iv. The provisions of this paragraph 8 continue to be in force even if you cease to be associated with the Company..

9. Intellectual Property Rights

i. If in the course of your internship you create, make or discover or participate in the creation, making or discovery of any Intellectual Property, you: (a) will promptly make complete written disclosure of such Intellectual Property to the Company; and (b) acknowledge that all such Intellectual Property shall be deemed "commissioned work" and in any case belong exclusively to the Company or its nominee.

ii. At the Company's request (and expense) from time to time (whether during or after the term of your internship with the Company), you will do all things necessary to ensure that all rights in the Intellectual Property vest exclusively in the Company. These include, without limitation: (a) execution of necessary documents, declarations, waivers, or written communications that the Company may request of you (including, for the sake of clarity, powers of attorney or letters of authority in favour of the Company and/or its nominees to make applications for registration of such Intellectual Property in the Company's name and/or enforcement of the Company's rights in the Intellectual Property); (b) joining in any action to perfect or enforce the Company's rights in the Intellectual Property (and you acknowledge that the Company will be exclusively entitled to retain the benefits of any such enforcement action).

iii. The Company's rights in the Intellectual Property shall not be limited, impaired or extinguished by any non-use of any of them. The provisions of this paragraph 9 survive any expiry or termination of this Agreement or cessation of your internship.

iv. The Stipend set out in this Agreement includes the full consideration for the rights in favour of the Company set out in this paragraph 9. Without limitation, there are no royalties or any other payments that are payable by the Company to you in relation to the matters set out in this paragraph 9.

v. You shall not do anything with respect to the Intellectual Property that is inconsistent with this paragraph 9 or otherwise take advantage of the legal possibility of staking a claim or asserting any rights in the Intellectual Property. To the extent you have moral rights in any Intellectual Property you waive all such rights to the fullest extent permitted by law. Where law does not permit such waiver, you undertake not to exercise your moral rights in a manner that is inconsistent with the vesting of the rights in Intellectual Property in the Company.

vi. In this paragraph 9, **Intellectual Property** means all intellectual property created, made or discovered in the course of your internship by you whether individually or otherwise and includes, without limitation, all inventions, copyrightable works, improvements, developments, discoveries, proprietary material, information, goodwill, brands, trademarks, logos, know-how, processes, customer relations and franchise, designs, utility models, mask work rights, rights in databases, moral rights (except to the extent the law does not permit you to waive moral rights) whether or not possible to be registered or patented and whether or not such rights in such intellectual property are recognised under law at the time of their creation, making or discovery.

10. Codes and Policies

i. You understand that the Company is committed to complying with Relevant Law and conducting its business with the highest levels of ethics and probity. In the course of your internship, you shall not do anything that violates any Relevant Law. It is your duty to ensure that you understand the Relevant Law applicable to the tasks you perform during your internship and seek the assistance of, as relevant, your manager, your human resource team contact or the Company's legal counsel in this regard.

ii. You shall comply with all codes of conduct and business ethics, rules and regulations of the Company (together, Codes) and the policies of the Company including those relating to the terms and conditions of your employment with the Company including but not limited to the personal trading policy (together, Policies), in each case as applicable from time to time. The Codes and Policies are available on the Company's internal information system or will otherwise be suitably communicated to you. It is your duty to access these Codes and Policies, familiarise yourself with them and understand them. While the Company may for the purpose of record seek written confirmations from you as to your acceptance of any Codes and Policies (via the Company's online system or otherwise), you will be bound by them whether or not you have communicated such acceptance.

iii. The Company may from time to time change any part of the Agreement, including any Codes and Policies. You will be suitably notified of any such changes. You expressly consent to the Company making any such change and agree to be bound by it.

iv. You acknowledge that your conduct outside the Company may have an impact on the Company's reputation or its independence in the conduct of its business. You shall therefore ensure that your conduct whether or not in the course of internship does not in any way cause harm to the Company's reputation or impair its independence in the conduct of its business.

11. **Declarations**

The Company may from time to time ask you for declarations, confirmations or undertakings as relevant (including those relating to confidentiality, secrecy, investments, etc. (each a **Declaration**). Each Declaration shall be deemed to be an integral part of the Agreement. To the extent of any conflict between a Declaration and the rest of this Agreement, the more stringent of the two (in favour of the Company) shall prevail.

12. **Privacy and Personal Information**
    You consent to the Company obtaining, collecting, collating, storing, accessing and using your personal information as well as any sensitive personal information (including those set out in Annexure I) for all purposes relevant for your internship with the Company. Such use may include but is not limited to recruitment purposes, evaluation of your performance, administration (for example, leave of absence, pay and benefits), monitoring your use of Facilities or Property, publication on online resources whether internal or external to support the Company's legitimate operational activities, references, compliance with statutory, legal or contractual obligations, and exercise of the Company's legitimate rights as your employer. You also consent to the Company sharing it with third parties where the Company considers necessary or expedient. You understand that any such information will be stored, processed and used according to the Company's Policy on privacy as applicable from time to time.

I hereby agree, confirm and accept the T & C Contained therein and agree to be bound fully by such T&C.

Signature: _____

EMPLOYMENT AGREEMENT

This employment agreement (the "Agreement") is made and entered into as of 23rd January 2023 by and among:

HERE Solutions India Private Limited, a company registered under the Companies Act, 1956, and having its registered office at 10th - 12th Floor, B Wing, Nesco IT Park – Tower 4, Western Express Highway, Goregaon East, Mumbai 400063, Maharashtra (the "Company"); and

Mr. Ankit Yadav S/o _____ aged___ years and an Indian citizen presently residing at Room No. 158, Durga Chwal, Indeera Nagar, Near GTB Nagar Mono Rail Station, Sion Koliwada 400037 (the "Employee").

The Company and the Employee are hereinafter collectively referred to as the "Parties" and the term "Party" will refer to either of them individually.

WHEREAS, the Company has offered to employ the Employee as a Spatial Data Specialist I in the Company, on the terms and subject to the conditions set out in this Agreement.

NOW, THEREFORE, in consideration of the promises and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. DEFINITIONS AND INTERPRETATION

1.1. In this Agreement the following expressions shall, unless the context otherwise requires, have the following meanings:-

"Base Salary" shall have the meaning ascribed to it in Clause 7.1;

"Commencement Date" shall mean the 30th January 2023;

"Company Inventions" shall have the meaning ascribed to it in Clause 12.1;

"Company Records" shall have the meaning ascribed to it in Clause 13.1;

"Confidential Information" shall have the meaning ascribed to it in Clause 10.1;

"Employment" shall mean the employment of the Employee by the Company under this Agreement;

"Inventions" shall have the meaning ascribed to it in Clause 12.1;

"Person" shall mean and include an individual, corporation, trust, partnership, un-incorporated body or other entity;

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11/20/2022

Dear Asma Shaikh,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions, you had with us, we are pleased to make an Offer of Employment with us as **Associate-Trans Processing** in the Company. Please note that your employment with us is contingent on subject to successful clearance of background verification. You need to submit all relevant documents for background verification within seven (7) days from the date of appointment letter. In case you fail to submit the documents within the prescribed period, we will initiate necessary action against you as deemed as appropriate by the Company including but not limited to revoking of this offer letter without any further liability to Company. You are requested to join us on or before **11/21/2022** on the following terms and conditions.

Your place of posting will be initially at **Mumbai**. However, during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is Rs. **INR 261,000.00** /- per annum (Rupees Two Lakhs Sixty One Thousand Only), the details of which are given in the annexure of the appointment letter.

You shall report to VIKAS PALKAR of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

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On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

In compliance with statutory and legal compliances under Indian Laws including but not limited to under Information Technology Act 2000, the company reserves the right to deploy necessary tools and measures in the interest of data integrity, screen and information security while working inside or outside office, including work at home, at any point of time.

You agree to abide by confidentiality norms as included under NDA signed by you and maintain secrecy of the Sutherland proprietary information exchanged with you during the course of your employment and thereafter.

In case of any violation of abovementioned covenants by you, the Company reserves its right to take penal action against you including termination of services and civil and criminal action against you for the damages incurred by the Company.

Your appointment is subject to that your self-declaration on medical fitness and you will have to maintain a state of overall sound health in order to be able to perform your Services per expected standards and continue employment in the Company.

All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such

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inventions, improvements, and discoveries and has the intellectual property rights over them.

You shall keep the company informed in writing, of any change in your address. failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this contract.

The Personal Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. The Company may disclose some or all of your Personal Information to competent authority(ies) in accordance with their directions or to other parties, including our clients, on need-to-know basis, in pursuance of any enquiry or investigation. You have the right to access and correct your own Personal Information which the Company has. Any request for Personal Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

You will automatically retire from the services of the company on attaining the age of 60 years.

Required Documents

Please bring the following original documents for verification with their photocopies, which would be retained for our records.

- Photographs (Six passport size)
- All educational certificates including mark sheets in full
- Relieving Letter & Service Certificate (If employed previously)
- Proof of Last drawn salary
- Aadhar, Passport / Proof of Address
- Form -16 along with earnings certificate for IT purpose

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Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: Asma Shaikh,
Designation: Associate-Trans Processing
Date of Joining: 11/21/2022
Level: Level 1

Components	Rs. Per month	Rs. Per annum
FIXED PAY (A)		
Basic Salary	6,867	82,403
House Rent Allowance	3,434	41,202
Bonus	2,748	32,971
Special Allowance	6,572	78,862
SKILL BASED PAY (B)		
Skill Based Pay	0	0
Gross Salary (A + B)	19,620	235,438
PERFORMANCE INCENTIVE (C)		
Performance Incentive	0	0
STATUTORY BENEFITS AND INSURANCE (D)		
Employer's Contribution to PF	1,800	21,600
Gratuity	330	3,962
CTC (A + B + C + D)	21,750	INR 261,000.00
Net Salary (Gross-PF-ESI)	17,673	212,072
Potential Earning (Net Salary + Performance Incentive)	17,673	212,072

Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of Accounts
Insurance Coverage	Sum insured under Accident Insurance is Rs. 500,000/-, Mediclaim is Rs. 200,000/- for self only.

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	Group term Life Insurance coverage of - Rs 500,000 for self only.
ESI	If your ESI wage (Gross - Bonus) is less than or equal to 21000/- per month, an amount equivalent to 0.75% of your gross salary will be deducted towards ESI every month - For details you may contact your Program HR Executive

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

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

Sincerely,

For Sutherland

Regards,



Amit Mukherjee

Sr. Director – Talent Acquisition

I have read the contents of this letter and accept the offer of employment with the terms and conditions mentioned above and the enclosed annexures.

Please indicate your acceptance by signing below.

DocuSigned by:
82422682358B469...

11/19/2022

DocuSign Envelope ID: E570A8A1-4C54-4B06-A667-21CF67596218

Joining Report

I acknowledge receipt of your appointment letter, dated 11/20/2022 and am happy to report to duty with effect from 11/21/2022 at Mumbai.

I look forward to a long and rewarding association with Sutherland.

Please indicate your acceptance by signing below.

Signature: DocuSigned by: 82422682358B469...

Date: 11/19/2022

CapSavvy/HR/2022-23/11 Date: 28th October 2022

To,
Hirendra Churasiya
D-26, Dr. Baba Saheb
Ambedkar Nagar,
No. 2, Mankhur West,
Mumbai - 400043

OFFER LETTER

Dear Mr. Hirendra Churasiya,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of "Investment Analyst" in our "Consulting Department" of CapSavvy Consultants Private Limited on the terms and conditions discussed during the interview. You will be stationed at Mumbai

Your remuneration as discussed and finalized is enclosed in **Annexure-A**.

Kindly bring below documents at the time of joining:
- Recent passport size photograph (Two)
- Original Certificates of Education
- Original relieving letter and experience letters
- Aadhar Card
- PAN Card
- Pay slip of Previous Job

You are required to join the company on or before 28th November 2022.

You have been selected because we believe you have the potential and desire to meet the high standards of service excellence expected at CapSavvy Consultants Pvt. Ltd. We know you have hopesand aspirations of your own, and surely, expectations from us as well. We, therefore, consider it our obligation on our part to:

- Treat you fairly & with respect
- Provide open two-way channels of communication
- Offer suitable recognition for your dedication and excellence of performance

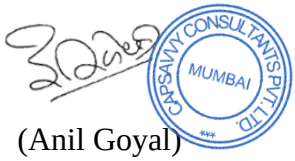
Ours is a growing company, continuously improving and expanding. We wish to see you grow along with us.

This Offer Letter is subject to verification of all KYC related original documents and satisfactory completion of background verification.

Looking forward to your joining our organization.

Thanking you,

For CapSavvy Consultants Pvt. Ltd.



(Anil Goyal)
Director

Accepted

(Hirendra Churasiya)

PS : Please revert with your confirmation of acceptance of this offer letter within 3 days from date ofissue of this letter; failing to which the offer letter will be deemed withdrawn.

CapSavvy®
A Modern Business Advisory Firm

Annexure – A

Name: Harendra Churasiya
Salary Structure

Salary Component	Amount Per Month	Amount Per Annum
Basic Salary	14,250	1,71,000
Professional Tax	200	2,400
PF – Employee Contribution	1,425	17,100
PF – Employer Contribution	1,425	17,100
HRA	4,275	51,300
Special Allowance	3,658	43,896
Leave & Travel Allowance	2,850	34,200
Annual Festive Bonus (Pay Annually)	417	5,000
Gross Salary (Total)	**28,500**	**3,42,000**
Monthly In-Hand (Subject to TDS, as may be applicable)	**25,033**	

Out of above monthly amount, for first 6 months, Rs. 4,000 will be deducted for each month from your salary and placed on hold. After completion of 6 months entire holding amount will released to you.

You will also get Rs. 500 per month towards conveyance and mobile expenses reimbursement.

Letter of Offer

Strictly Private and Confidential

08-Jun-2021

Ms. Stacy Dcunha

Dear Stacy Dcunha,

With reference to your application and the subsequent discussions you had with us, we are pleased to extend this offer of employment to you. This is only an offer letter and is contingent upon you clearing the background verification, reference checks and also on certification of your medical fitness.

Upon your acceptance of the offer letter and your appointment with the Company, you shall be designated as **Customer Service Officer** at **Senior Officer** grade based at **Mumbai**. Your per annum fixed Cost To Company (CTC) (inclusive of all statutory payments) shall be **Rs. 324000/ p.a. (Rupees Three Lakh Twenty Four Thousand Only).** This CTC will be subject to review based on your performance and other criteria's, as may be decided by the company from time to time.

You may be entitled to a performance based variable incentive plan/bonus, depending on your performance as well as the overall performance of the Company. This incentive plan/bonus is however subject to necessary approvals and sanctions by the management of the Company

All amounts payable to you are subject to deduction of Taxes, Cess , Charges, Levies and other contributions that may be applicable from time to time and required to be made under the existing laws.

You shall be under probation for a period of six months from your joining date, and subject to your performance, the Company may confirm your appointment, upon such additional terms and conditions, as may be required. If, at the end of the probation, you are found suitable in the appointed post, you will be confirmed in the employment of the company by an order in writing. Confirmation of Dealers, Branch Managers and Relationship Managers and like designations in Retail Broking is contingent to the fact that of your holding a valid NISM certification at the time of confirmation due date.

Your date of joining will not be later than **19-Jul-2021.**

You shall receive your Appointment Letter detailing the terms and conditions of your appointment. Upon first login to the Company's interface – "Adrenalin", you shall be bound by the terms and conditions of your appointment, internal policies of the Company, process and procedures, code of conduct and confidential norms as may be applicable from time to time.

This offer letter is confidential and you agree and undertake to keep this letter of offer and the contents thereof confidential. All the information shared with you at the time of interview regarding the Company and its Group is confidential and shall be kept confidential.

Kindly confirm your affirmation by signing a duplicate copy of this letter and return a copy of this letter within seven (7) days of the date of offer, failing which this offer shall stand withdrawn.

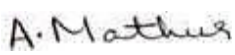
We look forward to your working with us and to make our Company a most preferred employer in financial services industry.

Kindly carry this offer letter along on your day of joining.

Thanking you,

Yours faithfully,

For IIFL



Anand Mathur
PresidentHR

I have read and understood the above terms and conditions of the offer and hereby accept the offer.

Ms. Stacy Dcunha

Date:

ANNEXURE A

Documents to be submitted at the time of joining:

1. Four Passport size colored photographs in formal attire.
2. Two Professional References (Name, Designation, Contact No, Address)
3. Email address of the previous employer.
4. A copy of the qualification certificates and other certificates (like NCFM, IRDA etc)
5. A copy of past experience certificate along with the last 2 months payslips
6. A copy of the salary certificate or Form 16 of previous organization.
7. A copy of the Photo ID (Driving license / Passport / Voter's ID / Adhaar)
8. Medical / Fitness certificate issued by a Doctor or a pathological laboratory.
9. A copy of the Pan card.
10. UID (Adhaar Number)

ANNEXURE B
CTC Structure

Proposed Monthly CTC	27,000
HEADS	**SALARY BREAKUP**
BASIC	12,724
HRA	6362
CONVEYANCE	1600
MEDICAL ALLOWANCE	1250
EDUCATION ALLOWANCE	200
SUPPLY ALLOWANCE	1,483
GROSS SALARY	**23,619**
EMPLOYER CONTRIBUTION	
PROVIDENT FUND @ 12%	1800
MEDICAL INSURANCE PREMIUM	521
BONUS EMPLOYER @ 8.33%	1060
SUBTOTAL	**3381**
COST TO THE COMPANY	**27000**
LESS :- DEDUCTIONS	
Employee PF @ 12%	1800
SUBTOTAL	**1800**
NET TAKE HOME	**21819**

Net take home is subject to TDS & Professional Tax

L&T Financial Services

Date: 23-Dec-2022

APPOINTMENT LETTER

MAHESH SONKAR

Dear MAHESH,

Welcome aboard!

We are pleased to appoint you as **SENIOR EXECUTIVE** in **FL III** Grade for **TEAM MEMBER - RMC.** You will be employed in the **CENTRAL OPERATIONS** Business Unit of the Company. Your date of joining is on or before **23-Jan-2023**. The following terms and conditions will be applicable to you:

1. PLACE OF POSTING:

Your posting will be presently at **MUMBAI - MAHAPE IT**. However, during employment of the Company, you may be posted / transferred to any of the offices / projects / divisions / departments / units / subsidiaries / sister concerns of the Company, existing or to be set up at any other location in India or abroad, without any additional remuneration, in the interest of the Company without assigning any reasons.

2. COMPENSATION & BENEFITS:

Your Cost to Company [CTC] per annum **Rs.480,000/- (Rupees Four Lac Eighty Thousandonly),** which will be inclusive of Basic Salary, Allowances and such other elements as may be applicable from time to time. Compensation and career progression shall be dependent on performance / conduct and in no case shall be construed to be a matter of right.

You will be governed at all times by the policies, procedures and rules of the Company related to the salary, allowances, benefits and perquisites which are applicable to you. Further, the Company, at its sole discretion, may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

Your compensation review / increments and future prospects in the Company shall entirely depend on your performance and other relevant factors as Company may deem fit and in no case, they shall be automatic and / or a matter of right.

It is agreed between the Company and you that the incentive, payable if any, based on your performance and/or productivity is in lieu of any other bonus payable, including the bonus based on profits payable under any law. It is also expressly/ mutually agreed between the Company and you that the incentive payable if any, based on your performance and/or productivity shall be set off against the bonus payable based on profits under any law to the extent permissible under any law.

The remuneration comprising of Base Pay, Variable Pay, Retention Bonus and other elements, is subject to an annual review as may be decided by the Management Policy based on performance of individuals, team and company. Variable Compensation earned and payable at a future date may be deferred or reduced, notwithstanding the achievements of the performance metrics, for unforeseen circumstances such as a pandemic like Covid-19, natural disasters or an act of God, that would adversely affect the business. The Base Pay amount may similarly be subject to deferment or reduction during the employment term subject to agreement by the Parties.

3. PROVIDENT FUND SCHEME :

You shall become a member of the Provident Fund immediately on joining and as per the rules in force from time to time. The Company contribution under this scheme is fixed at 12% of your basic with a matching compulsory contribution from you. You will be required to submit necessary forms to the Human Resources Department upon your joining.

4. LEAVE :

The Privilege Leave entitlement for the 1st year of service would be 20 days. Thereafter it would be as per the prevailing Company's leave policy.

5. MEDICAL FITNESS :

Your appointment is subject to your declaration of medical fitness to perform the job assigned to you by the Company. The Company, as and when necessary, may require you to be medically examined by Company appointed medical practitioner at any time, during the period of your service. The Company reserves the right to initiate necessary actions, including termination of employment, in case a false declaration of medical fitness provided by you.

6. DUTIES AND RESPONSIBILITIES :

i) Your duties are entirely managerial in nature and the Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people under you to achieve optimum output. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.

ii) You will devote your entire time to the work of the Company and will not undertake any direct / indirect business or work, honorary or remuneratory except with the written permission of the Company in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.

iii) You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.

iv) You shall neither divulge nor give out information to any unauthorized person (including media) during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our processes, know-how, security arrangements, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our employee and which shall bring disrepute to the Company or its group companies.

v) You shall keep confidential all the information and material provided to you by the Company
or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

vi) You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

vii) You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For the loss
of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

7. TERMINATION OF PERMANENT SERVICE :

i) You will automatically retire from the service of the Company on attaining the superannuation age of 58 years.

ii) If you absent yourself without intimation / sanctioned leave or remain absent beyond the period originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you resume your duties within 8 days from the commencement of such absence and provide explanation to the satisfaction of the Company for such absence.

iii) Your services are liable to be terminated without any notice or salary in lieu thereof in case of misconduct, including loss of confidence, arising out of misconduct, disloyalty, commission of an act involving moral turpitude and act of indiscipline or inefficiency.

iv) During the service period, either party to this contract shall be at liberty to terminate the same by giving to the other 3 months notice in writing or compensation (on Basic Salary basis) in lieu thereof. Provided that, such notice or compensation in lieu of shall not be payable by the Company to you in the event of any contravention or violation by you, of any of the provisions set forth in this appointment letter. It shall not be necessary for either party to assign any reason for termination of the contract. Final decision on relieving an employee in case of insufficient notice period or compensation in lieu thereof, or the decision to waive the notice period vests with the Company. Any unutilized leave, as per the Company's leave policy, may be set-off against the notice period of 3 months, at the discretion of the Company.

8. GENERAL CONDITIONS :

i. You may be selected and sponsored by the Company for familiarization / training assignments or any other institutions / organizations in India and / or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by the Company and you specifying minimum number of years you will serve the Company after such training and providing for payment of liquidated damages by you to the Company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to herein above.

ii. You will be required to comply with BYOD Policy (Bring Your Own Device Policy) of the Company and consequently, you will be allowed to bring personally owned devices (adhering to the Company's acceptable use policy) to the workplace and use the said devices to gain access to the application, network & IT resources of the Company. A onetime only advance shall be extended by the Company to you pursuant to the said policy, the amount of which shall be recovered from you prorated basis if your employment is terminated for any reason whatsoever within 728 days of your date of joining.

iii. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come in force from time to time.

iv. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.

v. You will intimate in writing to the Company any change of address within a week from change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served on you.

vi. You will hand over the charge of Letter of Authority or Power of Attorney issued to you or any property / material of the Company in your possession at the time of cessation of your employment with the Company.

vii. The present designation is subject to change depending upon work assignment from time to time.

viii. You shall abide by the rules and regulations which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.

ix. Unless otherwise specified, any reimbursements, in the form of relocation expenses, will be fully recovered if your employment with the Company ceases within two years of joining. Any payment made, in the form of relocation expenses / notice pay or payment of sign-on bonus will be taxed as per income tax rules.

x. The information and documents provided by you are subject to verification, and upon your acceptance of this appointment grant the Company 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 employee employment information with applicable external agencies

xi. Your appointment is also liable to termination in the event of the verification of your character, antecedents and testimonials are not found satisfactory. In case particulars mentioned in your application are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

xii. In case you join the Company in the absence of the relieving order from your previous employer, you shall do so at your own risk and undertake to keep the Company indemnified for all loss / damage by your such act.

xiii. Any dispute or difference or claims arising out of or in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by the Company, at its sole discretion. The arbitration proceedings shall be governed by the provisions of the Arbitration & Conciliation Act, 1996 and the Rules framed there under and any amendments thereto. The language of arbitration shall be English. The venue of arbitration shall be at Mumbai and courts at Mumbai shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India

xiv. Any Dispute between yourself and the Company concerning with or relating to or arising out of this employment shall be subject to the jurisdiction in Greater Mumbai only.

xv. Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not to share information regarding the same with any one.

xvi. This appointment is subject to the rules, regulations and policies made by the Company and detailed in the HR manual or any other circular/intimation issued by the HR team as in force at present or as may be amended, altered, modified or extended from time to time and shall be binding upon you whether or not you have signed off on such amendment or modification . If acceptable to you, please carry a duplicate copy of this letter duly signed by you in token of your acceptance of offer on your date of joining.

xvii. The risk management practices and/or policies applicable upon the Company could require the disclosure of information regarding bank account of employees working at employee grades FL I to FL IV in the Micro Loans business of the Company, and consequently you may be required to provide such information and/or declarations regarding the same. Failure or inability to disclose the above information and/or furnishing any incorrect or incomplete declaration shall be a violation of the Company's Code of Conduct. Such information may include information regarding financial transactions, if sought.

You are requested to indicate your acceptance and complete the document submission process. You would be required to carry a signed copy (with initials on all the pages) of the appointment letter on the date of Joining.

With best wishes for your assignment,
Yours sincerely,

For L&T FINANCE LIMITED.



Nilesh Dange
Chief Human Resources Officer

L&T Finance Limited
Correspondence Address
Brindavan, CST Road,
Kalina, Santacruz (East)
Mumbai 400 098
CIN: U65910WB1993FLC060810

Registered Office
15th Floor, PS SRIJAN Tech Park,
Plot No 52, Block- DN, Sector-V,
Salt Lake City, Kolkata – 700 091,
District 24-Parganas North

T +91 22 6212 5000
E customercare@ltfs.com

www.ltfs.com

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby sign in acceptance of the same.

NAME: _____

SIGNATURE: _____ DATE: _____

L&T Finance Limited
Correspondence Address
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Kalina, Santacruz (East)
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Annexure I			
Name	**MAHESH SONKAR**		
Grade	FL III	Designation	SENIOR EXECUTIVE

Sr. No.	Heads	Per Month (Rs.)	Per Annum (Rs.)
	Monthly Components		
A.	Basic	15,000	180,000
	House Rent Allowance	9,000	108,000
	Leave Travel Allowance	9,479	113,742
	Sub-Total (A)	**33,479**	**401,742**
	Statutory Benefits & Retirals		
B.	Provident Fund (Employer Contribution 12% of Basic)	1,800	21,600
	Gratuity (4.81% of Basic)	722	8,658
	Sub Total (B)	**2,522**	**30,258**
	Total Fixed Pay (A + B)	**36,000**	**432,000**
C.	**Annual Performance Bonus #**		**48,000**
D.	**Total Cost To Company (A + B + C)**		**480,000**
Rs. Four Lac Eighty Thousand Only			

Performance Bonus based on the agreed and achieved individual Key Result Areas (KRA) & Company performance and in line with the Company policy

In addition to the above, you will be covered under the following Group Insurances:

- Group Life Insurance Cover
- Family Mediclaim Cover (Details in the HR Manual)
- Group Personal Accident Cover

Yours sincerely,
For L&T FINANCE LIMITED

Nilesh Dange
Chief Human Resources Officer

L&T Finance Limited
Correspondence Address
Brindavan, CST Road,
Kalina, Santacruz (East)
Mumbai 400 098
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IDBI intech
Integrating Disruptive Technologies

INTECH/HRM/CC Offer Letter/2021-22/419 Date: 2.02.2022

Dear Laxmikant Chitara,

Offer Letter

With respect to the interview you had with us on 1.02.2022, we are pleased to offer you the position of **Customer Service Associate**. You will be posted at our **Navi Mumbai** office initially.

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

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

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

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

Your appointment and continuation in employment will be subject to your background verification and you being certified medically fit.

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

Yours Sincerely,

For IDBI Intech Ltd,

IDBI INTECH LTD HR BELAPUR

Moni Ganguly
Vice President – Human Resource

To: Laxmikant Chitara
Thakkar Bappa Colony,
Chembur, Mumbai 400071

Tel: 8828966461

IDBI Intech Ltd.
IDBI Intech Ltd., IDBI Building, 1st Floor, Plot No. 39 - 41, Sector - 11, CBD Belapur, Navi Mumbai 400 614. | Website: www.idbiintech.c
CIN No. U72200MH2000GOI124665 | Tel.: (+91-22) 3914 8000 | Fax: (+91-22) 2756 6313

Osource Global Private Limited
(Formerly known as Osource (India) Private Limited)
Unit No. 4, 5th Floor, B Wing,
Phoenix House, High Street Phoenix,
Lower Parel (W) Mumbai 400 013.
CIN: U72200MH2004PTC144030

LETTER OF APPOINTMENT

Date: 15-Feb-2021

OS/HR/APT/20-21/113

Mr. Mohammed Jakir Mohd Ismail Shaikh,

R No 636, Panwala Chawl. M P Nagar, Dhorwada Dharavi, Mumbai 400017

Dear Mohammed Jakir,

We are pleased to offer you the position of **"Executive - Accounts"** on the following terms and conditions:

1. Role: Your responsibilities shall be as assigned by the Company**.** You may also be required to perform tasks, which are not directly associated with your job title in the designate territory / area as specified by the Company from time to time. Further, your role and responsibilities may be reviewed by the Company from time to time. Additional details of your role and expected outputs will be provided to you on your joining the Company.

2. Date of Joining: Your appointment will be effective from **"15-Feb-2021".**

3. Location: Your current place of work is **Mumbai**. Your place of work may be changed to any other location within or outside India, as directed by the Company from time to time.

4. Remuneration: Your annual compensation structure on a total fixed cost basis shall be as detailed in Annexure A**.** This includes basic salary, taxable and non-taxable allowances & benefits.
Variable pay (if applicable) mentioned in the Annexure shall be payable quarterly or half yearly (as applicable) based on your quarterly performance appraisal by your reporting Manager & Reviewer and shall be subject to discretion of the Management and overall Company's performance.

5. Obligation for Tax: Any amount payable by the Company to you towards compensation, allowances and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under the applicable tax laws in India and outside India, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

6. **Probation:** You will be on the probation for a period of Six Months from your date of joining. During this period your services can be terminated by the Company without assigning any reasons and without any notice or payment in lieu of notice. Unless your services are confirmed in writing, your initial period of probation will be deemed to have been extended. During the probation period you shall not leave the service of the company without giving the applicable Notice.

7. Whole Time and Attention: During your employment with the Company you shall devote <full time> your best efforts in promoting the Company's (and of any other relevant Group Company, affiliate and/ or business associate of the Company) business and may not without prior written consent of the Company (and subject to any terms and conditions the Company may impose) engage or be interested (directly or indirectly) in any other business or employment, either on remuneration basis, or without remuneration..

8. Leave: After completion of probation period (6 months) in addition to public holidays observed by the Company, you shall also be entitled to (subject to one month's advance intimation) Twenty Four days of paid vacation for each year (January to December), prorated from your date of joining. These are governed by the Company's Leave Policy, as applicable and can be modified from time to time.

9. Compensation Review: The Company would review your compensation after 6 months i.e. after completion of the probation period. Reviews are based on various parameters, including but not limited to, performance of the individual, the Company, industry benchmarks and affordability. Compensation review

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doesn't mean that there will be hike in the salary. Participation in the review exercise will be determined by the designate policy and can be reviewed by the Company from time to time.

10. Notice Period: The employment during probation period can be terminated by giving 30 (thirty) days notice to company or employee as the case may be. The employment post confirmation can be terminated by giving 60 (sixty) days notice to company or employee as the case may be. Please note that Notice period will not be adjusted against leave or Gross salary in lieu of Notice period. You are advised to plan the separation, when and if required, accordingly the notice period will start from the date of your resignation letter. You are required to deposit a cheque for notice period in case your pending emoluments will be short of notice pay recovery. The relieving and experience letter will be handed over to you only after the completion of full and final settlement and after adjusting the deposit of cheque towards notice period and/or completion of complete notice period.

11. **Termination**: Your employment will get automatically terminated in the event of failure on your part to submit the mandatory documents such as previous employer relieving letter or experience certificate, Adhar card or Pan card within fifteen days from the date of joining.

The Company may terminate your service by giving 60 days notice in case of confirmed employees and the Company may terminate your service by giving 30 days notice in case of employee is on probation.. The activities performed by you should be properly handed over. Not withstanding anything herein, the Company reserves the right to terminate this appointment and your service without any compensation or notice thereof, if you are found to have engaged in (i) breach of your responsibilities, code of conduct or the terms hereof; (ii)if background verification turns out to be negative,iii) if any of the information certified by you as true turns out to be false iv) any act of misconduct or submission of false claims or negligence in the discharge of your duties or in the conduct of the Company's business; (iv) any other act or omission, inconsistent with your duties or the Company Policy; , (vi) unauthorized absence beyond a period of seven (7) days ,(vii) If the Company finds that your services are not satisfactory,(viii) Where the Company feels it is not in the interest of the Company to continue you in the employment or (ix) If you become incapable or medically unfit in the opinion of the Company, of efficiently and properly carrying out the duties allotted to you, whatever may be cause of such incapacity or(x) if you remain absent for more than 3 (three) times without obtaining written approval/authorization.

12. Transfer: You are initially being posted at **Mumbai** but you may be transferred to any of the existing establishments of the Company as well as to any new establishments that may be set up by the Company in future at the discretion of the Company without any extra remuneration. You are also liable to be transferred from one department to another department at the discretion of the Company

13. Suspension Allowance: In case you are charged with any act of misconduct, you may be suspended from service pending enquiry. During suspension period, you will be entitled to 50% of your salary towards suspension allowance subject to your making of attendance on the working days at any time during working hours. While claiming suspension allowance, you will give an undertaking or affidavit every month in writing that you were neither employed nor self employed during such period.

14. Confidentiality: You are aware that during the course of your employment you may be privy to the certain information ((whether or not the information is marked or designated as "confidential" or "proprietary") relating to company or its clients its businesses including legal, financial, commercial, marketing and business related records, data, documents, reports, drawings, models, samples, disks, data, client information and any copies thereof, and the details of the negotiations between the Parties and hereby agree that you shall keep confidential all the Information and other materials passing from the company to you and shall not, without the prior written consent of company divulge such Information to any other person during the course of your employment with the Company or any time thereafter, use or disclose to any other Company, person or any third party, or use such Information other than for the purposes of your employment, and shall without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be

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disclosed at any time, information or documents, official or otherwise relating to the Company or its subsidiaries or its clients, except with prior approval. You shall indemnify, defend and hold harmless, company and its affiliates, their respective officers, directors, representatives, consultants, nominees, designees from and against any and all liability suffered or incurred (including liabilities, judgments, damages, losses, claims, costs and expenses) or any other loss that may occur, arising from or relating to breach of confidentiality due to whatsoever reasons.

Use the Information and other materials only for the purpose for which it was provided and not profit from the same in an unauthorized manner

15. Disclosure: You shall disclose to the Company all your business interests, whether or not they are similar to or in conflict with the business(es) or activities of the Company, and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between you and the Company.

16. Company Policies: You will be governed by the Company's policies, as applicable at your level. The Company reserves the right to amend the policies from time to time.

17. Return of Company Property: You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all lists of clients or customers, correspondence and all other documents, Identity card, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

18. Intellectual Property: Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trademarks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered ("intellectual property") you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee. The Intellectual Property and the Intellectual property rights created during the tenure of service shall vest exclusively with the company having perpetual rights and the employee shall not have any rights to the same.at any time. All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives.

19. Compliance Rules: You shall be subject to compliance rules as determined by the Company from time to time or as may be imposed by any regulatory body. It is your responsibility to ensure that you are aware of the compliance rules in force from time to time and that you adhere to them. From time to time the Company may require that you sign undertakings that you will abide by the then existing rules and regulations.

20. Pre appointment conditions: This offer of employment is subject to:

- The receipt of references, which are satisfactory to us.
- Proof of educational and professional qualifications and proof of identity.
- Relevant experience letter(s) from previous employers
- Relieving letter from previous employer

In case an employee fails to submit the said documents within the stipulated timeline, his/her employment may be terminated.

21. Jurisdiction. All disputes, questions and differences of any nature whatsoever which may arise during your employment with the Company or aftermath between the Company and you as to the interpretation, construction or any matter or thing contained in this letter of appointment or the rights, duties and liabilities of

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either of the party shall be subject to the jurisdiction of a competent court situated within the limits of the Brihan Mumbai Municipal Corporation.

22. Change in Address: You shall communicate to the Company any change in your address as well as personal status. All communications sent to you in the normal course on the address given by you shall be deemed to have been received by you. Please note that all the communications will be in English only.

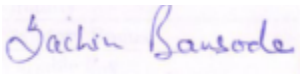
23. Maternity leave is applicable to female employees only as per Maternity act provisions.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

Kindly return the attached copy of this letter, duly signed by you, in acceptance of the terms and conditions set out above.

24. Due to contingency of work you may be asked to work in Shifts either from time to time or permanently.

For, Osource Global Pvt Ltd,



Authorized Signatory

I accept the above terms and condition

Signature:

Date of Appointment: 15-Feb-2021

Name: Mr. Mohammed Jakir Mohd Ismail Shaikh,

+91 22 61551600 +91 22 24911908 www.osourceglobal.com info@osourceglobal.com

Annexure - Detailed CTC Breakup per Month		
Name of Employee – Mr. Mohammed Jakir Mohd Ismail Shaikh,		
Salary Components	**Amount**	**P.M.**
A. Salary Break Up		
Basic	9910.00	P.M.
House Rent Allowance	496.00	P.M.
Other Allowance	209.00	P.M
Leave and Travel allowance	0.00	P.M
Total (Gross Pay)	**10615**.00	**P.M.**
B. Accruals		
Gratuity	0.00	P.M
Statutory Bonus	826.00	P.M
Variable Pay	0.00	P.M
Total Accrual	**826**.00	**P.M.**
C. Employer Contribution		
PF (Employer contribution)	1214.00	P.M.
ESIC (Employer contribution)	345.00	P.M.
Total Employer Contribution	**1559**.00	**P.M.**
A+B+C Cost to company (CTC)	**13000**.00	**P.M.**
D. Deductions		
PF (Employee Deduction)	1214.00	P.M.
ESIC (Employee Deduction)	80.00	P.M.
Professional Tax	200.00	P.M.
Total deductions	**1494**.00	**P.M.**
A-D Net Take Home	9121.00	**P.M.**
Note: *Income tax deductions on above will be applicable as per rules		
Statutory Bonus will be paid on quarterly basis. ***Additionally you would be covered under personal accident policy & mediclaim policy, the concessional contribution of which will be recovered from the salary in the One month.***		

For, Osource Global PVT LTD,

Jaichen Bansode

Authorized signatory

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Lilac Insights™
passion • commitment • genetics

LILAC INSIGHTS PRIVATE LIMITED™
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MIDC Mahape, Navi Mumbai-400710
T:+912241841438 F:+912241841448
CIN : U85191MH2011PTC217513

Employee Code No: Lilac/551
Our Ref.No: Lilac/551

Date: -18/10/2019

To,

Ms. Pooja Sanjay Lonishte
Flat no.303 Plot No.150 B
Sector -6,Sarsole,
Nerul-West,
Navi Mumbai-400 706.

Dear Ms. Pooja Lonishte,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Accounts Trainee (Grade SS1)** at Lilac Insights Private Limited.

1. **Date of joining**: 18.10.2019

2. **Location**: You will be based at Navi Mumbai.

3. **Emolument**: Your**gross package per annum would be Rs.1,63,958/-**
The breakup of the salary is attached herewith in a separate annexure.

4. **Probation**: It is to be clearly understood and agreed that you are appointed purely on probation for the period of 6 months from date of appointment and the probation period may be extended or determined earlier at the discretion of the Management. Unless confirmed in writing you will be deemed to continue on probation even after the expiry of probation period or the extended period of probation as the case may be. Your services will, however, be liable to be terminated without assigning any reasons till you are expressly confirmed in writing by the management.

5. **Annual increment**: You will be considered to the next annual increment oncompletion of one year of service.The annual increment will not be automatic & will be at the sole discretion of the management. The amount of increment will depend upon the management's evaluation of your work.

NABL ACCREDITED
Certificate Number: MC-2731
UK NEQAS
International Quality Expertise
Lab Reg. No. 90968
Scientific Support
Bangalore Fetal Medicine Centre

HDFC ERGO General Insurance

Date: **19-Oct-2021**

OFFER LETTER

Sonam Rambachan Kanojiya

Dear Sonam Rambachan Kanojiya,

This is with reference to your application and subsequent interview with us, We, HDFC ERGO General Insurance Company Limited, are pleased to make an offer of employment to you subject to following terms and conditions.

1. This offer letter is to be considered only an offer for appointment with the Company and this does not give you the employee status of our Company unless we receive your express consent and you completing the joining formalities with us.

2. Your date of joining would be within 3 months from date of issuance of this offer letter, failing which this offer shall automatically stand withdrawn and cancelled, until otherwise the same is mutually agreed and revised accordingly.

3. Your Cost to the Company (CTC) structure shall be as per the details outlined in Annexure-I to this offer letter. Any and all information related to Your Compensation structure, Benefits & Grade are Confidential in nature accordingly and therefore, you are advised to keep this information absolutely confidential.

4. Your initial place of posting will be at **Mumbai - Bhandup.** However, your services are transferable from one department to another and/or from one place to another anywhere in India or outside India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
5. During the first **6 months.** of your services, you will be on probation which may be extended by the Company. The Company will review your performance at the end of the probationary period, and your services with the Company would be confirmed depending on your performance, however until issued a confirmation letter you shall continue to be on probation.
6. During the period of your probation or extended probation, the Company would be entitled to terminate your services, without assigning any reason, by giving you one month notice in writing, or payment of one month's base salary in lieu of such notice. However, in case of unsatisfactory performance or conduct detrimental to the Company, your services can be terminated without notice or notice pay. In the event of your desiring to leave the services of the Company at any time during the period of your probation or extended probation, you shall give the Company one month notice in writing, provided that the Company may, at its sole discretion, waive such notice. The Company can recover one month salary in lieu of notice.
7. After confirmation, the Company would be entitled to terminate the services, without assigning any reason, by giving ***90 Days*** notice in writing, or payment of ***90 Days*** base salary in lieu of such notice. However, no notice or pay in lieu of notice shall be payable in case the services are terminated due to non-performance or misconduct or any act detrimental to the Company, including any act in the field in public area even not connected with the Company's affairs. In the event of your desiring to leave the services of the Company at any time after confirmation, you shall give the Company ***90 Days*** notice in writing, provided that the Company may, at its sole discretion, waive such notice. Should you fail to work through the entire notice period the Company shall be at liberty, in addition to any other action that it may take to recover from your salary for the un-served notice period calculated on a pro rata basis of your base salary, it could adjust the same from your dues.

   You shall at all times during the employment adhere to the Code of Conduct and other policies of the Company. The Company reserves its right to take appropriate action, in the event of any breach or violation of the Code of Conduct or other Policies.

HDFC ERGO General Insurance Company Limited.(Formerly HDFC General Insurance Limited).CIN: U66030MH2007PLC177117.
Registered & Corporate Office: 1st Floor,HDFC House, 165 - 166 BackbayReclamation,H. T. Parekh Marg, Churchgate, Mumbai – 400 020.
Customer Service Address: D-301, 3rd Floor, Eastern Business District (Magnet Mall), LBS Marg, Bhandup (West), Mumbai - 400 078.
Tel.: +91 22 6638 3600 | Customer Service No: 022 - 6234 6234 / 0120 - 6234 6234 | care@hdfcergo.com | www.hdfcergo.com.IRDAIReg No. 146.

1. Your services are liable to be terminated without any notice or salary in lieu thereof if:

   - The Company is informed of any previous conviction by a court of law involving moral turpitude and / or if the Company comes to know of any criminal complaint or first information report having being lodged against You which has not been informed to the Company by You before accepting this Offer Letter.
   - If any particulars given by you in your application form or any documents submitted by you, including but not limited to education qualification, previous work experience, last drawn salary, PAN, residential address proof, relieving letter, resignation acceptance letter, or any other documents submitted in support of your credentials, at the time of your appointment are found to be false, incorrect, fabricated or fudged.
   - If you are found guilty of dual employment.
   - If you violate any of the conditions of service as stipulated in the terms and conditions of Appointment Letter, rules and regulations of the Company, policy and processes of the Company.

   Further, you will also be liable to make good the losses, damages that the company may suffer due to any omission or commission on your part.

2. You shall perform your duties with due diligence & Care. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. Any act subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the Company in terms of relevant Policy of Company which may include without limitation, termination from the services of the Company without any notice or salary in lieu thereof.

   While in the employment of the Company, you will refrain from:

   - Taking up any employment in any other Company (on a permanent, temporary or part-time basis) or offering your services with or without pay to any third party.
   - Forming, creating, raising, being part of or joining (part time or full time) any union or other similar organization against the Company or otherwise.
   - Undertaking any external activities without prior consent of the Company.

   You will not have any business interests in the Company- whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any of your immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.

3. During the course of your employment, you may learn or acquire information, which may be confidential or proprietary to the Company or its affiliates/clients etc. As a condition of your employment, you will not either during your employment or thereafter, divulge any such information to any third person, Company or any other organization and shall always be governed by the Company policy with regards to confidential and proprietary information.

4. Your appointment shall, at all times, be subject to the Policies, rules & regulations of the Company (which may be amended and/or altered from time to time) during the course of your employment with the Company

HDFC ERGO General Insurance Company Limited.(Formerly HDFC General Insurance Limited).CIN: U66030MH2007PLC177117.
Registered & Corporate Office: 1st Floor,HDFC House, 165 - 166 BackbayReclamation,H. T. Parekh Marg, Churchgate, Mumbai – 400 020.
Customer Service Address: D-301, 3rd Floor, Eastern Business District (Magnet Mall), LBS Marg, Bhandup (West), Mumbai - 400 078.
Tel.: +91 22 6638 3600 | Customer Service No: 022 - 6234 6234 / 0120 - 6234 6234 | care@hdfcergo.com | www.hdfcergo.com.IRDAIReg No. 146.

HDFC ERGO General Insurance

A. To expedite the joining formalities and process, we request you to **email** the relieving letter from your current employer **OR** an email resignation acceptance copy at least **10 days prior to your date of joining.**

Email resignation acceptance should clearly state your resignation has been accepted by your superior / HR clearly stating the date of your relieving from the current employment.

B. Please be informed you are required to report to the office before 09.30 AM on the joining date along with the following documents:

1. Educational Mark sheets & certificates - 10th, 12th, Graduation, Post-Graduation & any other qualification.
2. Date of Birth proof - School Leaving certificate / Birth Certificate / Passport / PAN Card / Driving License.
3. Identity Proof - Driving License / Passport / Ration Card / Election Card.
4. Photocopy of PAN Card.
5. Resignation letter/email printout, as the case may be, with the LWD mentioned on the same and duly accepted / stamped by the authorized person / Relieving letter from the Company.
6. Copy of the Appointment letter duly signed on each page
7. Four passport size photographs in red background only. (3cm x 4cm)
8. Details of HDFC Bank account number if you hold one and wish to continue with the same account OR a New HDFC Bank account will be opened at the time of joining.
9. Income Tax Investment Proof submission form (For employees who join in the month of January - March).
10. Provident Fund Account details (In case PF account needs to be transferred).
11. Tax Computation Sheet.
12. Marriage Certificate / Proof of marriage (Mandatory)

Photocopies of all the documents necessarily need to be self-attested. Kindly carry the original documents while submitting the documents for verification by the concerned person of the Company.

Please ensure to submit all documents at the time of joining to avoid deferment of your joining the Company.

Kindly note that your employment with the Company is subject to your Reference and Credentials check to our satisfaction. In event of any discrepancy found during the Reference and Credentials check, your appointment will be terminated forthwith without any notice being required to be given to you by us in this behalf.

You are requested to accept this offer and confirm the same via return email to the Company.

For HDFC ERGO General Insurance Company Limited

Sumit Mukherjee
Vice President - Human Resources

Company Confidential

HDFC ERGO General Insurance

Annexure – A

Name:	**Sonam Rambachan Kanojiya**		
Designation:	**Junior Associate - Customer Experience Management**		
Location:	**Mumbai - Bhandup**	**Band:**	**E1**
Department:	**Customer Experience Management**	**Function:**	**Customer Experience Management**

figures in INR per annum

Pay Components (A)	Amount	Mode of Payment	Remarks
Base Salary	147,432	Monthly through Payroll	Fully Taxable
House Rent Allowance	29,486	Monthly through Payroll	Taxability as per applicable IT provisions on HRA
Special Allowance	19,798	Monthly through Payroll	Fully Taxable
Statutory Bonus	0	Monthly through Payroll	Fully Taxable
Total Of A	**196,716**		
Retirals (B)			
Provident Fund	20,064	Company Contribution	As per the applicable law
ESI	6,396	Company Contribution	As per the applicable law
Gratuity	7,091	Gratuity as per the Act	As per the applicable law
Total Of B	**33,551**		
Total Fixed (C) = A+B	**230,267**	**Rupees Two Lakhs Thirty Thousand Two Hundred Sixty Seven Only**	
Employee Benefits (D)			
GTL Insurance	2,540	Payable by Company	Sum Assured of Rs.20 Lakhs for Self
GPA Insurance	945	Payable by Company	Sum Assured of Rs.35 Lakhs for Self
GMC Insurance	14,483	Payable by Company	Sum Assured of Rs.4 Lakhs for Self, Spouse and two dependent children
Total Of D	**17,968**		
Total Cost to Company (E) = C+D	**248,235**	**Rupees Two Lakhs Forty Eight Thousand Two Hundred Thirty Five Only**	

Note:

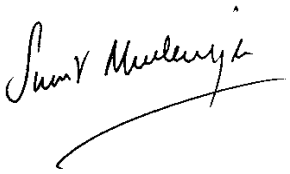
a) Incentive/ Local Conveyance will be paid out based on performance as per company policy

b) You may avail the retirement benefits under the scheme of NPS as per the policy.

c) Total Cost to Company (CTC) is a total of Pay Components, Retirals, employee benefits.

d) As a part of employee benefits, insurance premium is paid by the Company to the concerned Insurer

For HDFC ERGO General Insurance Company Limited



Sumit Mukherjee
Vice President - Human Resources

Signature: Sonam Rambachan Kanojiya

Company Confidential

4th Nov,2019

Mr. Rajan Rajesh Kumar Vishwakarma
Room No D/69, 4/4 Social Nagar, D.C.Vibhag,M.G Road,
Near Mayyam Mandir, Dharavi,
Mumbai, Maharastra
Pin Code – 400017

Dear Rajan,

Further to the interview you had with us, we have pleasure in appointing you as **Trainee Executive – Quality Assurance** in our organization. Terms and conditions of your appointment are as follows:

1. Joining

   Your date of joining will be **4th Nov 2019**. Your place of posting will be communicated to you after completion of your initial training.

2. Remuneration

   Your CTC will be as per the Annexure - I

3. Training Period

   The training period will be for one year from the date of your joining and may be terminated by giving one month's notice from either side. During your training period, the Company reserves the right, at any time, to transfer you to any other location as deemed fit.

4. This offer does not carry any commitment from the Company to provide you employment on completion of the training. However, on successful completion of your training, if found suitable and subject to availability of vacancy, you may be considered for absorption on the permanent rolls of the Company.

5. Separation

   a. During the first year of your employment if you choose to leave the Company, then the entire joining time expenses incurred by the Company will be paid back by you.

   b. If you are absorbed on the permanent rolls of the company, your service with the Company can be terminated by giving 30 days' (thirty days') notice on either side. However, the Company has the right to terminate your services at any time without giving any reason whatsoever, by paying you an amount equivalent to 30 days (Basic) salary in lieu of notice.

   c. Incase the Company accepts your requests to relieve you of your services with Company for a shorter notice, then the Company will be entitled to deduct from the final settlement amount, the salary (Basic) attributable to the notice period waived by the Company

6. You will stand automatically retired at the end of the month in which you complete the age of 58 years.

7. You are liable to be deputed to any other Company who is a subsidiary or a licensee of RP - Sanjiv Goenka Group.

8. You are liable to be transferred to any establishments of the Company in India or abroad. On such transfers, the rules and regulations operating in the establishment to which you are posted will be applicable to you.

9. Ethics and Code of Conduct

   You will abide by the Ethics and Code of Conduct applicable to all employees of RP - Sanjiv Goenka Group.
   As an employee of the Company, you are also required to read and understand all the information provided in the portal "PCBL People Connect" (www.pcblpeopleconnect.com)" and also required to keep yourself abreast at all times with the changes/ updations made in the portal.

10. Employees joining on or after 1st October will not be eligible for increment and performance bonus in the current financial year. The same will be payable in the next financial year on prorata basis from the date of joining.

11. The payment of Performance Bonus is made annually at the end of a performance cycle. The eligibility for bonus is announced in July every year. As per policy, bonus is paid to all employees who are on the roles of the company on the date of declaring of the performance bonus based on Company, individual and Team's performance. An employee who is serving the notice period on the date of announcing of Performance Bonus is also not eligible for performance bonus. Please refer to clause 10 of this letter and read the policy on Performance Bonus. .

12. This offer of employment with the Company is subject to your being medically fit for employment; antecedent verification and submission of relevant documents at the time of joining ; successful background verification within one month from the date of joining

Please sign the duplicate copy of this letter in confirmation of the above terms and conditions.

Looking forward to a long and rewarding association with us.

Your's sincerely,
For PHILLIPS CARBON BLACK LIMITED.

Reena Singh
Divisional Head – Learning & Development

Acceptance by

Rajan Rajesh Kumar Vishwakarma

Annexure-I

Mr. Rajan Rajesh Kumar Vishwakarma

Components	Rs. PM	Rs. PA
Basic	7,500	90,000
CAP(Customised Allowance Pool)*	12,615	1,51,380
Total A	**20,115**	**2,41,380**
Retirals(31.8%)**	2,385	28,620
Total B	**2,385**	**28,620**
Performance Bonus	2,500	30,000
Total C	**2,500**	**30,000**
CTC (Total A+B+C)	**25,000**	**3,00,000**

* Includes HRA, LTA and Special Allowance
** Includes 12% PF, 4.8% Gratuity and 15% Superannuation (Superannuation can be encashed per month)

Additional:
Medical Insurance for self and family
Performance Bonus will be paid subject to Individual, Team as well as Company performance, as per the policy.

Please sign and return the duplicate copy of the letter as a token of your acceptance.

Your's sincerely,
For PHILLIPS CARBON BLACK LIMITED.

Reena Singh
Divisional Head – Learning & Development

Acceptance by

Rajan Rajesh Kumar Vishwakarma

kangaroo kids INTERNATIONAL PRESCHOOL | BILLABONG HIGH INTERNATIONAL SCHOOL

Date: 25/03/2022

To,

Ms. Shaikh Farhin Rahimuddin

Subject: OFFER LETTER

Dear Farhin,

We thank you for your interest and time invested in pursuing a career with us. Further to your application and the recent interviews you've had with us, we are pleased to offer you the position of Chemistry Teacher in with Billabong High International School - Andheri under M/S Pragat Shikshan Sanstha.

Your annual **Cost to School**, which includes your basic salary, other allowances and contributions made by the Sanstha where applicable (such as Provident Fund, Gratuity Etc.) and all other statutory charges and dues payable as per the rules and regulations of the Maharashtra Government, will be **Rs. 27,000/-** per month.

This offer of employment is valid from 1st April, 2022 to 31st March, 2023, and thereafter, it will be extended or withdrawn at the option and sole discretion of the Management. We request you to submit the following documents on or before joining.

1. Copies of mark sheets of all educational qualifications. (All Education Certificates)
2. Photo Identity- Copy of **PAN Card** (Mandatory)
3. *Address Proof- Copy of Aadhar Card.*
4. Resignation Acceptance/ Relieving Letter from Current / Last employment.
5. Last 3 months' salary slips.
6. 2 Passport size photographs.
7. Active PF account number, if available.

You are requested to sign a copy of this letter in acceptance of this Offer of Apprenticeship and the salary details. You also confirm that you have understood the terms of Appointment. Please note that a regular Letter of Appointment will be issued within 15 days from the date you report for duties.

The Trust welcomes you on behalf of the teaching and administration staff of the school. Now, you are a family member of Billabong High Andheri school, and we hope that together we will work very hard to achieve the goals of the organisation.

Thank You,

Principal
Ms. Padma Negi

Trustee
Ms. Anita Dewoolkar

kangaroo kids
INTERNATIONAL PRESCHOOL

BILLABONG HIGH
INTERNATIONAL SCHOOL

I, Shaikh Farhin Rahimuddin have read and reviewed the terms and conditions of my appointment set forth by the organisation through this letter. By signing this letter, I hereby agree to accept this offer and indicate that I fully understand the circumstances stated, as well as the terms and conditions set forth by the organisation.

Sign:

Name: SHAIKH FARHIN. RAHIMUDDIN

Address:
102 A., Sai Sapphire Building, Plot NO. 178 & 180, Sector-20,
Near BAMANDONGRI, ULWE, NAVI MUMBAI, MAHARASHTRA - 410206.

Dr. Amin Controllers Pvt. Ltd.

COMMODITY CONTROLLERS & ANALYSTS, MARINE SURVEYORS,
COLLATERAL MANAGERS, TECHNICAL & INDUSTRIAL INSPECTORS
Embassy Chambers, 6th Floor, Plot No. 5, Road No.3,
Khar (West), Mumbai-400052, INDIA • Tel. : +91-22-26489260
Fax :+91-22-26489270-71 • E-mail: info@rcaindia.com • website:www.rcaindia.com
CIN: U63090MH1975PTC18687

ACM UKAS MANAGEMENT SYSTEMS 245 SINCE 1950

Emp Code : 6100

Date : 06/12/2019

Employee Name : Ms. Prerana Uday Rane

Address : C/312,Mulund Siddhi CHS,MHADA LayOut,
Fastern Express Highway,Mulund(E),
Mumbai-81



MOB : 8898912757

DOB : 11/10/1996

Subject : Appointment Letter

Dear Ms. Prerana Uday Rane

We are pleased to appoint you for the position of **Trainee Chemist (Laboratory)** in our organization on the below mentioned terms and conditions.

1. **Date of appointment :** Your date of appointment is 06/12/2019 at our office at **RCA LAB** ()

2. **Salary :** Your monthly gross salary shall be Rs.13,240.00. Which shall be subject to deduction of PF/ESIC/PT as per State Labour Laws, as applicable.

3. **Hours of work :** Your working hours shall be regulated from time to time by the Management / Branch Manager. Further, your schedule of work shall be modified / regulated according to administrative convenience and exigencies of work.

Office Timing : (Administrative Staff)
Monday to Friday : 9.30 am to 5.30 pm
Lunch Time : 30 minutes from 1 to 1.30 pm or 1.30 to 2 pm
Saturdays from 9.30 am to 1.30 pm

4. **Period of probation :** You shall be on probation for a period of 6 (six) months from the date of joining. If your performance during the probation period is satisfactory, you will be confirmed in the services of the Company in writing at the end of the Probation period. If your performance is not found to be satisfactory, you will either be asked to continue to work on an extended probation period until your employment is confirmed in writing, or your services will be terminated with a 7 days' notice or payment in lieu thereof.

5. **Duties and obligations :**

You Shall

a) neither directly nor indirectly take up employment or service on behalf of third parties or on your own account and shall not engage in business.
b) neither assign nor pledge to third parties any financial or other benefits to which you are entitled to under the terms of this Appointment letter.
c) not represent the Company or express your views at any public forums, press meetings / conferences or publish articles in magazines / newspapers unless otherwise authorized by the Management.
d) not during or at any time after the termination of your employment with the Company, disclose or divulge to others including future employers, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.

I have read and understood all the terms and conditions of the appointment letter and I accept the appointment.

Name : PRERANA RANE

Signature :

Date : 10/12/2019

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6. Leave : No leaves can be availed during the Probation period. Any leaves taken during the Probation period will be considered as LWP (leave without pay). On completion of 6 months of service, you will be entitled to 3 days of Casual leave (CL) and 3 days of Sick leave (SL). On completion of every year of continuous service, 30 days Privilege leave (PL), 6 days of CL and 6 days of SL will accrue to you. For the purpose of Leave policy, year is considered to be the 12 months period from April to March.

All leaves must be applied for in the Leave Application Form prescribed by the Company and approval is to be obtained in writing. You can avail minimum 3PLs and maximum 2CLs at any one instance. In case of sick leave taken for more than two consecutive days, a certificate from a registered medical practitioner needs to be submitted on resuming work.

You shall not, at any time, absent yourself without prior permission of your superior. Absence without such intimation / permission for more than 7 consecutive days including Sunday and holidays will be considered as desertion of employment and your name will be struck off from the Company's payroll from the 1st day of such continuous absence, without any intimation or notice to you.

7. Transfer / Deputation : At the discretion of the Management, your services are liable to be transferred to any of the offices of the Company or any other department,, whether the branch is existing or a newly opened branch or site office or to another Company under the same management as that of the Company, under the same terms and conditions.

8. Notice Period :

a) During your probation period, the employment may be terminated by either of the parties at any time by giving to the other 7 days' notice in writing or salary in lieu of notice without giving any reason.

b) Post confirmation, the employment may be terminated by either of the parties at any time by giving to the other 30 days' notice or salary in lieu of notice without giving any reason.

c) While serving the notice period during the resignation or termination of your employment, you will not be allowed to take any type of leave.

d) The right to request service of notice or pay salary in lieu thereof lies with the company. In case of short notice period, salary will be deducted from the dues to you.

e) If, at any time, it is revealed that this employment has been obtained by furnishing false, misleading / insufficient information or with-holding or suppressing material information, or in the event of a fraud / misconduct on your part, the Company shall terminate your services without any notice and without any payment in lieu thereof.

9. Age of Retirement : As per the employment policy of the Company, you shall retire from the services of the Company at the completion of 58 (fifty eight) years of your age. Company shall make no provident fund contribution to your account. Your date of birth will be considered as per the records you would have furnished to the Company on joining which is 11/10/1996

10. Consequences upon resignation / termination :

Upon resignation / termination of your employment with the Company, you shall :

a) Hand over charge to such person as may be nominated by the Company.

b) Surrender to the Management or its nominated representative all Company assets and material which may be in your custody but are effectively the property of the company. If required by the Management, surrender such documents and items at any time even during your term of contract/employment with the company.

I have read and understood all the terms and conditions of the appointment letter and I accept the appointment.

Name : PRERANA RANE

Signature : [signature]

Date : 10/12/2019

Scanned by Scanner Go

c) The Company shall be entitled to deduct from your salary appropriate amounts towards any claims which may arise against you under the terms of this employment.

11. Miscellaneous

a) You are required to open a Salary A/c with HDFC Bank within 2 weeks of your joining date, failing which till such time salary shall not be paid.

b) Should there be any change in your particulars subsequent to you joining the Company, it would be your responsibility to get your records with the Company updated.

c) The right and obligations of the Company and your rights and obligations created with this letter of appointment shall cover, but are not limited to, transfer of intellectual property, confidetiality, non-competition and non-solicitation.

d) All notices under this letter of Appointment shall be in writing and be deemed as served by sending the same by registered post in the case of the Company to the registered office of the Company and in your case to your last known address and in proving service therof it shall be sufficient to show that such notice was properly addressed and posted.

e) You will be bound by the rules and regulations as declared by the Management hereafter, from time to time, in relation to conduct, discipline, leave, holidays and all matters relating to terms and conditions of services network, security and usage.

f) You shall comply with all State and Local laws and rules and regulations pertaining to your performance under his Appointment letter and those relaing to the employment.

e) The Company shall have the right to add, after or modify from time to time any term of the Employment which will be communicated to you either by individual letter or by circular..

f) Any disputes will fall under the iurisdiction of the Courts at Mumbai.

As a token of acceptance of the above terms and conditions, you are requested to return a signed copy of this appointment letter.

We wish you a long and rewarding career with us.

Yours faithfully,
For Dr. Amin Controllers Pvt.Ltd

AUTHORIZED SIGNATORY

BRANCH MANAGER

Identification particulars :

ADHAR CARD NO. : 632880456052

PAN CARD : CBEPR0223F

I have read and understood all the terms and conditions of the appointment letter and I accept the appointment.

Name : PRERANA RANE

Signature :

Date : 10/12/2019

Scanned by Scanner Go

Dr. Amin Controllers Pvt. Ltd.

COMMODITY CONTROLLERS & ANALYSTS, MARINE SURVEYORS,
COLLATERAL MANAGERS, TECHNICAL & INDUSTRIAL INSPECTORS
Embassy Chambers, 6th Floor, Plot No. 5, Road No.3,
Khar (West), Mumbai-400052, INDIA • Tel. : +91-22-26489260
Fax :+91-22-26489270-71 • E-mail: info@rcaindia.com • website:www.rcaindia.com
CIN: U63090MH1975PTC18687

ACM · UKAS MANAGEMENT SYSTEMS 245 · SINCE 1950

Emp Code : 5924

Date : 15/10/2019

Employee Name : Ms. Sudha Ghanshyam Shukla

Address : Bld.no-23,Room.no-813,Kopri Colony,
Thane(E),Maharashtra-400 603



MOB : 9619231559

DOB : 16/11/1995

Subject : Appointment Letter

Dear Ms. Sudha Ghanshyam Shukla

We are pleased to appoint you for the position of **Trainee Chemist** **(Laboratory)** in our organization on the below mentioned terms and conditions.

1. **Date of appointment :** Your date of appointment is 15/10/2019 at our office at **RCA LAB** ()

2. **Salary :** Your monthly gross salary shall be Rs.13,240.00. Which shall be subject to deduction of PF/ESIC/PT as per State Labour Laws, as applicable.

3. **Hours of work :** Your working hours shall be regulated from time to time by the Management / Branch Manager. Further, your schedule of work shall be modified / regulated according to administrative convenience and exigencies of work.

Office Timing : (Administrative Staff)
Monday to Friday : 9.30 am to 5.30 pm
Lunch Time : 30 minutes from 1 to 1.30 pm or 1.30 to 2 pm
Saturdays from 9.30 am to 1.30 pm

4. **Period of probation :** You shall be on probation for a period of 6 (six) months from the date of joining. If your performance during the probation period is satisfactory, you will be confirmed in the services of the Company in writing at the end of the Probation period. If your performance is not found to be satisfactory, you will either be asked to continue to work on an extended probation period until your employment is confirmed in writing, or your services will be terminated with a 7 days' notice or payment in lieu thereof.

5. **Duties and obligations :**

You Shall

a) neither directly nor indirectly take up employment or service on behalf of third parties or on your own account and shall not engage in business.
b) neither assign nor pledge to third parties any financial or other benefits to which you are entitled to under the terms of this Appointment letter.
c) not represent the Company or express your views at any public forums, press meetings / conferences or publish articles in magazines / newspapers unless otherwise authorized by the Management.
d) not during or at any time after the termination of your employment with the Company, disclose or divulge to others including future employers, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.

I have read and understood all the terms and conditions of the appointment letter and I accept the appointment.

Name : SUDHA G. SHUKLA

Signature : Shukla

Date : 22/10/19

Offer Letter

Ref.No: - CL/Adm/2022-23/12/201 Date: 30/12/2022

To,
Ms. Varsha Gaud
Add: Uttar Bhartiya ,Welfare Society,
Jay Hind Nagar, Sonapur, Mankhurd-400043

Dear Varsha,

Congratulations!!!

This has reference to your Interview with us, we are pleased to inform you that, you have been selected for the role of "Executive (Trainee)", in our "ADL Department" with effective from 30/12/2022. You will be reporting to the Head of the department or to the person as may be communicated to you from time to time.

As per discussion and subsequent negotiations we had with you, your CTC will be Rs. 3,00,000/- PA. [Rs. Three Lakh Only.] CTC Break-Up is attached herewith in Annexure A.

You will be on training for a period of 12 Months in this organization. After successful completion of training period you will be confirmed with this organization. If you cannot meet with satisfactory expectations of the management for your role then they can take action like your training period may be extended or service can be discontinued / terminated. For discontinuation from the service both the employee and employer are liable for 90 days notice period on either side from the date of joining

A detailed Appointment Letter, Mentioning all the terms and conditions of the company will be issued to you, on joining and submission of documents informed to you.

Kindly sign and return the Acknowledgment copy of this letter, as a token of your acceptance.

All the best and we look forward to having you on board.

For Cleanchem Laboratories LLP

Dr. Bapu Gawade
Director

Accepted,
Ms. Varsha Gaud
Place –
Date –

I] Salary Structure:- Financial

Year: 2022-23

Your restructured salary CTC shall be Rs3,00,000/- PA.

Note: -

a. Deduction will be change as per your facility provided by company.
b. We request that keep their salary and any other form of compensation, allowances confidential.
c. LIC Term and Mediclaim policy is compulsory and it will be deducted one time in salary every year. (Note- If you already purchase Health Insurance Policy & Term Insurance Policy kindly submit the ID proof Xerox.)

II] Monthly Salary Structure: - (Fix Pay)

Particular	Amount	Particular	Amount
Basic Pay	10,400	Professional Tax	200
House Rent Allowance	4,360	Provident Fund	-
Conveyance Allowance	2,680	Festival Allowance	-
Educational Allowance	840	Canteen	
Other Allowance	6,720	Medical & Insurance	-
Overtime			-
		Total Deductions	200
Gross Pay	25,000	Net Pay	24,800

Cognizant

Ref No: 16174016

16-Jul-2021

Ronaldo Rodrigues

Dear **Ronaldo**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Senior Process Executive-Data** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Mumbai**.

Your annual total compensation will be **INR 307,440**. This includes an annual incentive target of **INR 18,000**. This amount may vary depending on individual and company performance. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered 27 months of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **20-Jul-2021**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: **Date**:

Cognizant

Compensation and Benefits

Name:	Ronaldo Rodrigues	**Designation:**	Senior Process Executive-Data

Sl. No.	Description	Monthly	Yearly
1	Basic	8450	101,400
2	HRA*	5070	60,840
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	4110	49,320
8	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	640	7,680
	Annual Gross Compensation		**289,440**
	Incentive Indication (per annum)**		18,000
	Annual Total Compensation		**307,440**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**326,940**

As an associate you are entitled to the following additional benefits:

• Floating medical insurance coverage
• Round-the-clock group personal accident insurance coverage
• Group term life insurance coverage
• Employees' compensation insurance benefit as per the Employee's Compensation Act
• Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

Leave and vacation:

• From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

• Earned Leave – 18 days
• Sick Leave – 12 days
• Casual Leave – 6 days

• From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
• In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and

paternity leave by adhering to the conditions as specified in the India Leave Policy.

 # Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout.

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

#* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

**** Incentive target**:

Your incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

Note:

• Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
• Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 16-Jul-2021 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant," which shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Ronaldo Rodrigues, ____(Age) ,residing at _____(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written

consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will

exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are

available on the Company's intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture

program, performance evaluation, learning and development/training and up-skilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of three (3) days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's assets/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct regarded by the Company as prejudicial to its own interests or to the interests of its client

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation/International Employment Agreement(s) of the specific country, based on

the policies of the Company.

17. Survival

Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make our best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **Ronaldo Rodrigues**



Suresh Bethavandu
Global Head-Talent Acquisition

I have read, understood and accept the above-mentioned terms.

Signature: **Date**:

Date : 26-Mar-2022

OFFER LETTER

Dear **Mr. Rohit Ramesh Gupta**

S/O Ramesh Gupta, New Mill Road, Near Hanuman Mandir, House No.-7, Raghavji Chawl, Pitamber Trust Sambhaji Chowk, Kurla West

Mumbai Maharashtra

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**MANAGER - BUSINESS DEVELOPMENT**
Date of Joining	:	**01-Apr-2022**
Functional Band	:	**Front Liner/Business Development**
Department	:	**SALES**
Division	:	**CST**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**MUMBAI**
Location	:	**MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **01-Apr-2022** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavalibility of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.



Arnab Kumar Das
Human Resource

Annexure - A

NAME : **Rohit Ramesh Gupta** DESIGNATION : **MANAGER - BUSINESS DEVELOPMENT**

DIVISION : **CST** DOJ : **01-Apr-2022**

Particulars	Amounts(Rs.)
Fixed Component	
Basic	**15001**
House Rent Allowance	**7501**
City Compensatory Allowance	**6000**
Special Allowance	**4063**
Advance Statuary Bonus	**2686**
Sub Total A	**35251**
Reimbursement	
Sub Total B	**0**
Variable Component	
Monthly Performance Linked Reimbursement*	**7542**
Performance Linked Reimbursement**	**14504**
Sub Total B1	**22046**
Gratuity****	**721**
Sub Total C	**721**
Total Salary Package (A+B+B1+C)	**58018**
Total Salary Package Per Annum	**696216**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	250	3000
Total	**250**	**3000**
Total TH	**42543**	**510516**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company’s policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

Date:- 10-12-2022

Mr/Ms. Zeeshan Khan
Email id: khanzeeshan14775@gmail.com
Mobile No: +91-9892292412

Dear Zeeshan,

With reference to your application and subsequent interview, we have pleasure in appointing you as **Senior Engineer** in the organization as per the terms and conditions mentioned hereunder

Client Name and Location:- LTIMindtree Limited, Pune.

Duties and Responsibilities:-

Your duties and responsibilities shall be assigned to you by the Company from time to time. Your designation as well as your duties and responsibilities are liable to be changed at the discretion of the Management.

Remuneration:-

Your remuneration and payment schedule is attached as Annexure – I, along with this appointment letter

Benefits:-

You will be eligible for all benefits as per the annexure attached

Probation:-

You will be on Probation for 3 months. After completion of probation, your services are confirmed unless otherwise extended in writing by the management. Management reserves the right to extend the probation period to a further period of three months or part thereof.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Transfer:-

Your services are transferable at all times to any of our works, offices, sister concerns and client locations anywhere in India or Abroad.

Confidentiality:-

During the term of this employment relationship, you will have access to and will get acquainted with various trade secrets of our company and / or our client. You agree that you shall not misuse Misappropriate, or disclose any of the trade secrets, directly or indirectly, or use them in any way, either during this employment relationship or at any time thereafter, except as required in the course of your relationship with us. You acknowledge and agree that the names, address, telephone number and other information needed for communicating with the Employer's vendor, Clientele, customers and other employees of Employer constitute trade secrets and that the sale, unauthorized use of disclosure of any Employer's trade secrets obtained by you during this employment relationship constitutes unfair competition. You are liable to be bound by the security and confidentiality agreement between Srijan Spectrum Pvt Ltd and its client. All Document, materials, reports, projects and other material and non-material items supplied, entrusted, prepared or worked out by the employee with the Employer shall at all times be the sole property of the Employer. The Employer is entitled to modify them, transfer them as well as transfer rights connected to them to third parties, without any consent of the Employee. Furthermore, the employee shall on the demand of the Employer, however not later than on the day of dissolution or expiry of this employment contract, return all equipment and material being the sole property of the employer.

Non-Solicitation:-

The Employee ids during the validity period of this employment contract as well as during a period of 3 months after the dissolution of this employment contract not allowed to without a prior written consent of the employer directly or Indirectly make contact to the employees, subcontractor or persons performing work on behalf of the Employer on the basis of any other kind of agreement with the intent to entice away from the employer or endeavor to entice away from the employer such person for recruitment purpose or to employ or engage or endeavor to employ, engage or recruit any such person

Compliance with Laws / Rules:-

You will keep yourself fully acquainted with the various laws, orders, rules, regulations, directives, etc., and the modifications therein from time to time , affecting or concerning directly or indirectly the company or its business and affairs, and in attending to the various duties assigned to you, from time to time you will see that the same are duly observed and complied with and that no infringement of any kind of any of the laws, orders, rules, regulations, directives and other legal requirements brought into force by the Government, as amended/ modified from time to time, takes place.

Notice Period:-

Your notice period in case of resignation would be one month by either side or salary in lieu thereof. However, during the probation period, the notice period will be 15 Days or salary in lieu thereof. On receiving notice, if in the opinion of the company it is prejudicial to its interest to continue employment during the notice period, the company may at its discretion relieve you before expiry of the notice period and is not bound to give any reason thereof. Notice period cannot be adjusted against your accumulated leaves.

Upon Separation:-

On acceptance of the separation notice, you will immediately give up to the company before you are relieved all correspondence, specifications, formulae, books, documents, cost data, market data, effects and shall not make or retain any copies of these items. Any other asset of the company, vehicle, office equipment etc will either be returned to the company or retained on payment of such money as per company may decide.

Employment Rules:-

Your Appointment, in all respect will be governed by the Employment Rules and policies of the company in force from time to time. You are advised to make yourself familiar with these Rules and policies.

Effective Date:-

This appointment is effective from 13-Dec-2022.

In case the above terms and conditions are acceptable to you, please return duplicate copy of the letter duly signed in token of your acceptance of the terms and conditions.

Welcome to Srijan's Family

Sincerely,

For Srijan Spectrum Pvt Ltd

Director



Employee Declaration:

I have read the above terms and conditions of my employment carefully and have understood completely. I hereby accept the terms and conditions.

Signature of Employee.

Annexure – I

Candidate Name	**Zeeshan Khan**	
Client Name	**LTIMindtree Limited, Pune**	
Designation	**Senior Engineer**	
Date of Joining	**13-Dec-2022**	
Basic	38000	456000
HRA	19000	228000
Conveyance	1600	19200
Medical	1250	15000
CCA	13164	157968
Gross	**73014**	**876168**
PF (E/er)	1950	23400
LWF (E/er)	36	432
CTC	**75000**	**900000**
PF (E/ee)	1800	21600
LWF (E/ee)	12	144
PT	200	2400
Insurance (GPA+GMC)	250	3000
Net	**70752**	**849024**

Note: TDS (Section 192 of Income Tax) will be deducted as applicable from Net Salary.

Vibrant Screen Pvt. Ltd.

VB3184ALCHEMY

To
The Principal Of
GURU NANAK COLLEGE
GTB NAGAR

03-MAR-2018

Dear Sir/Madam,

Subject: Request for Educational Verification

We are a company that provides pre/post employment verification for our clients, which also includes verification of educational qualifications.
We have received a request for the verification of the candidate mentioned below who has passed out of your esteemed institution.

Please verify the details below with your comment and fill in the details where applicable.

Details as per Subject's Application form	Candidate Details	Verification Remarks
Name of the candidate	APKARI SHWETA SHRIRAMAYYA NAGARATNA	
Qualification & specialization	B COM	
Dates Attended	2014 TO 2017	
Year of passing	APR-17	
College/University/Institute	UNIVERSITY OF MUMBAI	
Roll no. / Seat No./ Unique Id	6231668	
Result/GRADE	SUCCESSFUL	
Full Time / Part Time		
verified from and designation		
Contact details		
Date & Time		
Additional Comments		

Your help in confirming this to us via return of mail will be deeply appreciated.

GST Number	27AACCV4777E1Z3

Thanks & Regards,

NITIN A. MANE
E Mail ID: santosh.s@vibrantscreenpvtltd.onmicrosoft.com
mane.n@vibrantasia.com santosh@vibrantasia.com
For Vibrant Screen Pvt. Ltd Contact No 022-41560704 / 9221597887

LAKMÉ LEVER

APPOINTMENT LETTER

09-May-22

Ms. Ritika Yogesh Dhamir
2003-A Wing, 20th floor, New Look Construction,
Next To Singh Sabha Gurudwara, GTB Nagar,

Dear Ritika,

Welcome to Lakme Lever!

We are pleased to appoint you as "**Regional Trainer - Hands and Feet**" in grade **RT2.** This letter read with General Terms and conditions for Lakme Lever Employees and various People Policies, as communicated from time to time set out terms and conditions of your employment. Please read these Terms carefully and confirm your acceptance. In the event of any conflicts between this letter and the General Terms & conditions and policies, this letter will prevail.

Date of joining /commencement of services: **09-May-22**

Compensation: Your **Cost to Company (CTC)** is INR ₹ **860000/- (Eight Lakhs sixty thousand only)** details of which are in the enclosed annexure.

Location of work/transfer: Your primary address of work will be **Mumbai**. However, the Company may, at its sole discretion, second, depute, assign and/or transfer your services to any of our locations in India or abroad – both within the organisation and at any of our associate companies, sister concerns, or subsidiaries. This is applicable to existing establishments as well as future ventures. In such case, you shall be bound by the policy, service conditions of such other office or Affiliate. You will be entitled to transfer benefit as per Company policy where the Company has transferred your services at its behest to meet business requirements; in case of transfer at your request, no transfer benefits will be applicable.

Hours of Work: You will be governed by the timings and hours of work applicable to the employees at the place of your posting and the nature of work you are employed to perform for the Company at any given time. You should be flexible in your hours of work to meet demands of the Company and its customers during peak periods.

Duties: As **Regional Trainer - Hands and Feet,** you will report to **Quadros Ron Robinson,** or a Deputy Officer of the Company determined by the Management. In due course, you will be handed an overarching view of your primary duties and responsibilities. Additionally, these may evolve from time to time. The company reserves the right to assign to you such other duties and responsibilities as may be considered necessary in the Company's interests.

Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. You shall maintain high standard of loyalty, efficiency and cordial relationship with other employees of the company.

Salary structure: Please refer to the enclosed annexure for details. The salary structure and other benefits mentioned below are subject to taxes, as applicable. It is at the management's discretion to

change/restructure/redistribute the amounts under the respective categories. Your CTC comprises of Basic salary, House Rent Allowance, Supplementary Allowance, Variable pay & less statutory taxes / deductions, which will be deducted at source. Payments will be made by direct bank credit transfer on a monthly basis. (Attached Annexure I).

Variable Pay will be part of your Cost to Company and will be paid to you for the performance year (January to December) based on the performance of the Organization and your own performance. Except in cases where your services are terminated for breach of the Code of Business Principles of the Company, You will be entitled to Variable pay indicated in your CTC only if you continue to be on the rolls of the organization till the end of the Performance year i.e. 31st December and are not servicing notice period.

Probation/confirmation: Your probation period will last **6 months** from your Date of Joining. The probationary period may be extended or determined earlier at the discretion of the management without assigning any reason or any notice or salary in lieu thereof. Unless confirmed in writing, you will be deemed to continue on probation even after the expiry of probationary period or the extended period.

Leave: You are entitled to take leaves as per Company's Leave Policy. The leaves will be credited in your account on pro-rata basis from the Date of Joining. Employees on probation are not entitled to avail any leave during the period of probation except of Sick Leave Casual Leave which will be credited on a pro-rated basis. Upon confirmation, Paid Leave balance will be credited. Please note that the leave encashment at the time of full & final settlement, will be calculated on your last drawn basic salary.

For every 12 months of completed employment (including maternity leave and other leaves as permitted to be included by law), you shall be entitled to 24 Paid leaves and 10 days of Casual Leave / Sick Leave as per the Leave policy of the company. At the commencement of every calendar year leaves will be credited to your account based on your period of employment with the Company. In case you exit during the calendar year, your leaves will be pro-rated upto the period your worked with the organization. Grant of leave will depend upon the exigencies of work and shall be at the discretion of the management.

Travel: During your engagement with the company, you may be required to travel within or outside India for business. Your expenses on such trips will be reimbursed as per the company's Travel Policy. Refusal to travel without a valid reason may result in consecutive disciplinary action.

Company Property: At any time, during your term of employment or otherwise, you will not remove from the Company's premises any documents, records, files, notebooks, correspondence, computer printouts, computer programs, computer software, price lists, microfilm, or other similar documents containing confidential information, including copies thereof.

Upon termination of your employment with the Company, all such items including summaries or copies thereof, then in your possession, items that were given to you during your employment with the Company, but which belong to the Company such as computer/laptops, mobile phones, drawer keys, identity cards etc. shall be returned to the Company immediately.

You shall also return all intellectual property and confidential information in your custody and control and furnish an undertaking, if called upon to do so to not to exploit the same for personal or commercial benefit and for destruction of any copies thereof in your custody and control. You undertake to return all company property at the time of termination which shall be a pre-requisite to be entitled to receive any compensation or other dues from the Company.

Conflict of Interest: During the course of your employment with our company you will not engage yourself directly or indirectly in any professional or personal activity which might be considered prejudicial and detrimental to the business interest and legal rights of the company like its intellectual property rights, systems, processes, trade secrets, anything mentioned in its memorandum or articles of association or otherwise considered to be conflict of interest in this regard. You also agree that during the term of the employment you will neither directly nor indirectly compete with the business of the company nor have any business or personal interests in competition to the business of the Company. Acceptance of employment with a direct competitor as an employee would be deemed to be a personal interest to join competition. Please refer the Code of Business Principles for further details.

Confidentiality: It is in the best interests of the Company that all information that is classified as Internal, Confidential and Restricted is kept confidential according to the standards of confidentiality prescribed in Data Security policies of the Company. You shall therefore, regard and preserve as confidential all information, which you may acquire during your employment, related to the business systems, processes and other activities of the Company, its customers and other third parties with whom it does business. You shall hold all such information in trust and confidence and shall not disclose it to anyone at any time, while in employment or afterwards, or use it for your own benefit or for the benefit of others unless authorized by the Management. You shall not directly or otherwise engage in or assist others to engage in any activity or conduct that contravenes the provisions of this clause.

You shall deliver to the Company, upon cessation or termination of employment or at any other time on request of the management all articles, memorandum, records, reports, data, software, computer tapes and other documents relating the said business of the Company or belonging the Company or its customers and affiliates which you possess or have under your control. Similarly, you may be bound by non-disclosure agreements to which the Company is a party and shall discharge your responsibilities in accordance with obligations contained in such agreements.

You are aware and agree that, notwithstanding the cessation or termination of your employment, the enforceable terms and conditions, confirmations and undertakings under this clause shall always continue in full force and effect.

Code of Conduct: You are not authorized to represent the Company at any public forums, press meetings or conferences or publish articles in magazines or newspapers unless otherwise authorized by the Chief Executive Officer of the Company (the "Management") or such other person as the Management may authorize from time to time. Any views expressed in your personal capacity will be treated as your own and not that of the Company.

The Company will not be responsible or liable for any claims that may arise out of such views. You will be bound by the rules and regulations as declared by the Company, from time to time, in relation to conduct, discipline, medical fitness, leave, holidays and all matters relating to terms and conditions of service, network security and usage. You are advised to carefully read and understand all such policies which form part and parcel of your terms of continued employment with the Company. In your discharge of duties and during tenure of employment. You will always abide by all statutory and regulatory laws and violation of any of these may result in your immediate termination of employment without notice of compensation.

You shall be bound by and shall adhere to all the elements of Company's Code of Business Principles (Code of Conduct) which has been provided to you. Any violation to the Code of Conduct will lead to disciplinary actions as per the Company Policy.

Whilst in the employment of the Company: It is an express condition that the Company's personnel are whole time employees and accordingly, you shall devote your full time and attention to the Company's business and affairs.

You shall not, without express prior written permission of the Company, directly or indirectly, undertake any other business, work, or public office, or render advisory or other services on payment or otherwise relating to any other business enterprise. In the event of breach of this condition on your part, you will be subject to immediate termination without notice or compensation.

You will be bound by the rules & regulations which are in force during your tenure. You shall diligently and satisfactorily carry out the lawful orders/instruction/ directions of the superiors regarding the work assigned to you to the best of your skill and ability. Your performance will be subject to annual appraisal by your supervisors.

You will apply and maintain the highest standards of personal conduct and integrity and comply with all policies and procedures of the Company.

Notice Period: Your employment can be terminated by either party by giving **One month notice** during probation & **One month notice** after confirmation in writing or at the sole discretion and at the option of the Company, Notice period payment (on Basic pay) in lieu of such notice. In the event of being terminated by the Company, the Company shall at its discretion require you to either work throughout notice period or else the Company may at its sole discretion, pay notice period (on basic pay) in lieu of such notice.

If you remain absent from work without authorization, sufficient and reasonable cause for more than eight consecutive days (not necessarily working days), it will be presumed that you are no longer interested in working with the Company and have abandoned your service. In such case the Company will have the right to draw adverse inference that you have abandoned the services of the Company. Unless where you have contacted and communicated to HR or your Reporting Manager, a sufficient and reasonable cause for your unauthorized absence, the Company shall be entitled to terminate your services by notice in writing after expiry of consecutive eight days of unauthorized absence from work.

Further, in case of breach of trust, gross negligence of duty, serious misconduct, breach of Code of Business Principles or for any other reasonable cause, your employment may be terminated immediately by the Company without notice in which case no payment in lieu of notice period, or other compensation will be payable, and you shall be liable for disciplinary action in accordance with the Policy of the Company.

In cases where you have accepted an offer to join a direct competition, whether or not you have resigned from the services of the Company, your services will be terminated with immediate effect being in breach of your obligations to avoid Conflict of Interest. You will be relieved within 1 day from your services and in such case neither you nor the organization is liable to serve/ pay notice period. Apart from being entitled to take appropriate action for breach of confidentiality obligations, the Company would be entitled to recover full notice pay in case it has reasons to believe that you have failed to intimate your personal interest to join direct competition and were serving notice period.

The retirement age of the employees has been fixed by the Company at present at 60 years. However, the Company will have the option to retire on any date before you complete 60 years of age, if you are physically or mentally unable to perform your functions or your continuation in service would not be in the interest of the Company in its sole discretion.

General Guidelines: You will be required to adhere to the disciplinary requirements of the Company. Your continuance in the services of the Company will be subject to your physical, medical and mental fitness as may be required for the position you may hold. Consequently, you will be required to go through such medical tests and examinations from time to time as may be deemed necessary by the Company.

Your address as indicated in your application shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been served upon you. You shall also not refuse to accept any communication as offered to you for personal delivery. In case there is any change in your residential address, you will intimate the same in writing to management within 3 days of such change and get the changes recorded.

You shall not pledge the Company's credit and/or make representation unless you are specifically and duly authorized in that behalf. While you are in the employment of the Company, you would be governed by the Intellectual Property clause in General Terms and Conditions of Employment document and shall assign the IPR created / developed during the employment to the employer. The foregoing constitutes the agreement about the terms and conditions of your service with the Company and they shall be subject to such modifications and amendments as may be introduced from time to time as per the Company's Rules & Regulation.

Your salary is strictly confidential, and you are expected to maintain its confidentiality. Any breach of this confidence will be viewed with the utmost seriousness and the Company reserves the right to take disciplinary action as appropriate.

In all matters not mentioned herein you will be governed by the rules and regulations of the company in effect from time to time. Any change in the company policy becomes applicable to you with an immediate effect.

Please sign the duplicate copy of this letter and return it in token of having understood and accepted the same or in the alternate please communicate your acceptance over an email to the undersigned.

Thanking you,

Yours faithfully,



Pragya Agrawal
Head- HR & Training
Lakme Lever Private Limited

I confirm that I have read, understood and accepted the terms and conditions of my employment as set out in this letter, Company's General terms and Condition document, The Sexual Harassment Policy, The Code of Business Principles and the policy on Disciplinary Procedure.

Ritika Yogesh Dhamir
09-May-22

LAKMÉ LEVER

Annexure 1

Compensation Statement

Name	**Ms.Ritika Yogesh Dhamir**
Designation	**Regional Trainer - Hands and Feet**
Grade	**RT2**
Particulars	**Amount (INR)**
Basic	206400
House Rent Allowance	103200
Supplementary Allowance	439632
Employees Contribution to Provident Fund (12%)	24768
Annual Performance Bonus	86000
Total Cost to Company (Per Annum)	**860000**

Other Benefits:

1. In addition, you will be eligible for Gratuity as per Payment of Gratuity Act 1972. The other terms and conditions of your employment will be as per the applicable to your grade
2. Reimbursements for Mobile, Salon services for self & spouse is as per policy.
3. Insurance coverage as per policy.
4. Income tax will be applicable as per IT rules.

Thanking you,

Yours faithfully,

Pagrawal

Pragya Agarwal
Head HR & Training
Lakme Lever Private Limited

Ritika Yogesh Dhamir
09-May-22

unique concrete technologies pvt. ltd.

Date: 11th October, 2022.

To,

Mr. Rohan Subhash Rokade,
Indira Gandhi Vasahat,
Room No. 5, Sakharam
Lanjekar Marg, Sewri-400015.

With reference to your application and subsequent interviews you had with us, we are pleased to appoint you as **"Safety Officer"** in our organization w.e.f **11th October, 2022.**

1. Initially you will be on probation for a period of six months w.e.f. **11th October, 2022.** At the end of your probation period subject to satisfactory completion, suitability, the company shall confirm your appointment in writing during the period of probation. Your services can be terminated by one-month notice form either side or by paying salary in lieu thereof.
2. You will be paid a consolidated Salary of **Rs.17,000/- (Rupees Seventeen Thousand Only) subject to statutory deductions**. Conveyance will be paid at actual for nearest Station of your residence to the designated Site of 2nd Class Train Pass/Bus/Share auto or as approved mode of transport. You will be eligible for bonus after completion of one year.
3. You will not be entitled to any leave during the probation period.
4. Upon confirmation, your employment shall be subject to termination on one-month notice on either side or salary in lieu thereof.
5. During the period of your employment and association with you, you shall devote your full time for the company, and you should not undertake any part time employment, assignment, business or work directly or indirectly honorary or for remuneration except with the written permission of the company.
6. During the period of your employment with the company, you shall always observe secrecy in respect of any technical, trade, business, data or information or system existing program or programs, software, invention made by you or any other employee for the company which you may acquire or come to knowledge while in employment, you shall not disclose the same to anybody except company's authorities in that behalf.
7. Your working hours shall be flexible, you may be required to work in shifts as per exigencies of work. Similarly, your weekly off shall also be subjected to change as per the exigencies of work.
8. Your services shall be transferred within short notice to any of the existing or future department/establishment/ division of the company, its associate's, client's customers for whom the company is doing any projects or with whom the company has entered any contract. In such case your monitory benefit shall not be adversely affected. In the event of your transfer of your service, condition relating to your working hours, weekly off, decline performance conduct shall be bound by the prevailing service condition as applicable in the transferred place of work.
9. You shall always endeavor to upgrade your skill, knowledge, expertise etc. from time to time and shall not refuse to undergo any training or program undertaken by the company

110, Vasan Udyog Bhavan, Off. Senapati Bapat Marg, Opp. High Street Phoenix, Lower Parel, Mumbai 400013
t : 91 22 24997070 f : 91 22 24991515 I mail@uct.co.in I www.uct.co.in

or as directed by the company for improvement or upgradation of skill service performance or such other things necessary for the growth of the company.

10. In the event the company sends you to any specified training in India or abroad by incurring huge expenses, you shall be requiring signing an agreement to serve company for the minimum stipulated period upon completion of training. Failing which you shall be liable to pay entire amount of expenses incurred by the company in this behalf, in addition you shall be liable to pay liquidated damages as may be prescribed in the agreement.
11. Upon leaving the employment you shall return to the company forthwith all the properties, drawings, designs, programmers' data in whatsoever form hardware, software document, tools & equipment's, the records etc. belonging to the company or its associate, subsidiary, client, customers.
12. You shall at all times put in good faith and make all attempts to resolve the difference arising out of any of the above clauses or any difference related to employment by discussion with your higher authorities failing which by resorting to arbitration both the parties shall appoint one arbitrator each having professional reputation. These arbitrators shall appoint one referee by joint consent.
13. The Indian arbitration Act conciliation act 1996 shall govern the arbitration, it shall be held in Mumbai and in English language.
14. Your appointment in its continuance is subject to your remaining medically (Physically & mentally) fit, the company may require you to undergo medical fitness test from many medical practitioners authorized or nominated by the company at any time during your employment
15. You service shall be governed by service rules framed by the company from time to time.
16. You shall retire on attaining the age 60 years without any notice from the company.
17. Your appointment is based on information, testimonial, documents submitted by you which you were required to submit while joining the employment or may be called upon to do so subsequently.
18. The company shall have the right to verify the correctness at any time now or in future. Your service shall stand terminated if information given by you turns wrong or any ambiguity in it.
19. All correspondence communication by the company herein after shall be made either personally at workplace or residential address given by you at any one of the places at the discretion and convenience of the company. In case you change your residence, you shall inform the address in writing to the company.

If above terms and conditions are accepted to you, please return copy of this letter duly signed by you in token of your acceptance.

For Unique Concrete Technologies Pvt Ltd

Authorized Signatory

UNIQUE CONCRETE TECHNOLOGIES PVT. LTD. MUMBAI

I Accept

(Mr. Rohan Subhash Rokade)

Zoho Sign Document ID: DF91C5343-PMFVDZVLHUXCL2YKEAM6LOHSSQ4C6HT6P0J-GFEQX_A

Ref no: Eris/NAL/22-23/ M00260

Date: 23-02-2023

Employee Code : M00260

Mr. / Ms. Shubham Kori

Room no 1 bidiwali chawl

Mumbai - 400017

Maharashtra

Dear Mr. /Ms**. Shubham Kori**,

Terms and Conditions for appointment of Mr. / Ms. Shubham Kori as Business Executive of Eris - M.J. Biopharm Pvt Ltd

Please find below terms and conditions of the Appointment Letter as **Business Executive** of **Eris - M.J. Biopharm Pvt Ltd**

1. **APPOINTMENT AND TERM**

1.1 Notwithstanding the date of this Letter and subject to Clause 1.2 of this Letter, your appointment with the Company will commence from **13-02-2023,** i.e. the date of your joining, ("**Appointment Date**"), and will continue until your retirement or earlier termination, in accordance with the provisions of Clause 10 of this Letter ("**Termination Date**"). The period between the Appointment Date and the Termination Date shall be referred to as the "**Term**" for the purposes of this Letter.

1.2 Your appointment will be valid only if the Company receives a signed copy of this Letter within 15 (fifteen) days of receipt of this Letter by you, indicating your acceptance of the appointment, subject to the terms and conditions contained herein. However, in case you have any objections to the terms and conditions of the Letter, the same should be communicated to us within 7 (seven) days of receipt of this Letter by you, failing which all the terms and conditions specified herein will be deemed to have been accepted by you. The Appointment Date shall not be varied, except if so intimated by the Company, in writing.

1.3 You shall be on probation for an initial period of **12 (twelve) months** from the Appointment Date. Notwithstanding to anything contrary provided in this Letter, in the event, you are a Management Trainee at the Head Office of the Company, you shall be on probation for an initial period of **12 (twelve) months** from the Appointment Date. Further, the Company may, at its sole discretion, extend/ increase the probation for a further period of 3 (three) months, and if so extended, an extension letter, in this regard will be issued to you by the Company. Upon completion of the Probation Period (as defined below), including such extended Probation Period, if any, in a manner satisfactory to the Company, a confirmation letter ("Confirmation Letter") will be issued to you to confirm your appointment. Once your appointment has been confirmed, you will continue to be governed by the provisions of this Letter, and be entitled for all employee related benefits in accordance with the Policies. In the event your work and conduct is not found satisfactory at any time during the Probation Period, including such extended Probation Period, if any, the Company shall have the exclusive right to terminate your appointment/ employment/ services forthwith and/ or take any other suitable action(s), without assigning any reason and without giving any notice.

For the purposes of this Letter, "**Probation Period**" shall mean the period for which you will be on probation.

2. **DESIGNATION**

2.1 On your appointment with the Company, you will be designated as **Business Executive** at the **Blu Team** of the Company, and will be reporting to any person authorized by the management, from time to time ("**Supervisor**"). You will be required to perform such duties and functions, as may be entrusted to you by the Supervisor, and in addition thereto, you will be obligated to observe and perform the scope of work/ job profile/ job descriptions may be provided/ informed to you, from time to time.

2.2 The Company may, in writing, at its sole discretion, at any time change/ alter/ modify your designation, along with revision of responsibilities, duties and functions and reporting requirements. Notwithstanding to anything contrary provided in this Letter, in such an event, all the terms and conditions of this Letter shall continue to apply to you. For avoidance of doubt, in such an event, the Company may, at its sole and absolute discretion,

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accordingly revise/ modify the Remuneration (as defined hereinafter) to be payable to you, as set-out in this Letter.

3. REMUNERATION

3.1 The Basic salary and other Allowances ("**Remuneration**") will be paid to you by the Company in accordance with Annexure "A" to this Letter.

3.2 Though your Remuneration is not reviewed till date of this Letter, the Remuneration is subject to review in accordance with the Policies (as defined hereinafter) from time to time, including periodic progress review by the Supervisor, but there shall be no obligation on the Company to increase the Remuneration at any time during the Term.

3.3 All amounts payable to you as Remuneration in accordance with Clause 3.1 of this Letter, including any other benefits, if any, shall be subject to the deductions of all Government and local taxes, employee provident fund, contribution and other deductions, as may be required/ mandated to be made under the laws applicable in India. The Remuneration will be paid subject to deduction of tax at source ("TDS"), in accordance with the extant tax laws of India. All requirements under applicable tax laws, including tax compliance and filing of tax returns or assessment, of your personal income, shall be complied and fulfilled by you. The Company will duly furnish you with the TDS certificate(s) in respect of each financial year. You will be eligible for Gratuity under the terms of Gratuity Act. Service for the purpose of Gratuity Shall be reckoned from the date of your joining.

3.4 In addition to aforesaid statutory deductions, the Remuneration shall be further subject to deductions arising on account of any unauthorized absence, authorized absence for any period beyond the leave entitlement, damage to any property of the Company and all other matters as governed by the Policies.

3.5 You will be eligible for such benefits and perquisites of employment, as are generally made available to full time employees of the Company, in accordance with the terms and conditions of such Policies and benefit plans. The benefits are subject to the terms and conditions of the Policies and applicable law. The Company reserves the right to modify or discontinue any benefit plan, program, policy or eligibility requirement for participation in any benefit plan or program at any time. You will be eligible for Gratuity under the terms of Gratuity Act. Service for the purpose of Gratuity Shall be reckoned from the date of your joining.

3.6 The Remuneration payable to you will be confidential information, and you shall not divulge any details thereof to any employee/ officer/ agent/ servant or any person involved with the Company and also to any person outside the Company, without prior written permission of the Company, in this regard.

3.7 The Company shall reimburse to you all reasonable travelling, hotel, entertainment, telephone and other out-of-pocket expenses incurred by you in the execution of your duties under this Letter, subject to the Policies regarding such expenses and provided you submit all necessary vouchers, receipts or other evidence of actual payment of expenses borne, as the Company may require.

3.8 If you leave the organization within 1 year's time, then your Variable Pay and Notice Period Buyout, which is paid to you at the time of your joining, will be recovered fully from your full & final settlement.

4. PLACE OF POSTING

4.1 You are currently posted at **Mumbai**. Your place of work in terms of this Letter continues to remain unchanged, but may, in future, change as per company's requirement. In case, your place of work changes, then, you will not be entitled to any additional benefits and/ or compensation.

4.2 Further, the management may place/ transfer you temporarily/ permanently in any other unit/ department/ division/ associate concern of the Company, in or outside of India, as it may consider necessary in its sole discretion from time to time. Upon such transfer, your employment shall be governed by the terms and conditions, as applicable to your category of employees at such place of work. In such an event, the Company may, at its sole and absolute discretion provides reasonable relocation compensation to you.

5. CONDUCT AND DISCIPLINE

5.1 At all times during the Term, you are expected to maintain good behavior and fairly high standards of conduct and excellence in all your assignments/ work, and shall discharge your duties and responsibilities faithfully and to the best of your knowledge, ability and talent.

5.2 Subject to Clause 8.3, during the Term, you have been employed on a full-time basis by the Company. Hence, during the Term, you are not permitted to directly and/ or indirectly, engage yourself or devote any time or attention to any full-time or part-time employment, trade, business or occupation, with or without remuneration, other than that of the Company. So also, you will not undertake either directly and/ or

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indirectly, any activities which are contrary to, in conflict or inconsistent with, your obligations to the Company or the Company's interests.

5.3 You acknowledge and agree that your position in the Company will place you in a position of confidence and trust with the Company, and with the employees, suppliers, agents, customers and clients of the Company and accordingly you will during the Term, and as an employee, representative or nominee of the Company:

5.4 At all times and in all respects faithfully, competently and diligently perform such duties and exercise such powers, authorities and discretions as are consistent with your position and as may, from time to time, be vested in, or assigned or delegated to you;

5.5 Devote the whole of your time, attention, energy and skill to the business of the Company and in carrying out of the duties, functions and responsibilities assigned to you, from time to time;

5.6 Not engage in any act or activities, which would detract or divert from, or conflict with the proper, due and faithful performance of your duties, functions and responsibilities or the business of the Company or are likely to prejudicially affect the business or reputation of the Company;

5.7 Observe and comply with all directions or instructions from time to time given to you and implement and apply all the Policies of the Company, as determined by the Company from time to time;

5.8 Use your best endeavours to promote, develop and protect the business, interests and reputation of the Company;

Exercise such powers, perform such duties and comply with such directions in relation to the business of the Company as the Company may confer upon, assign or give to you from time to time;

5.9 Keep the Company promptly and fully informed about the tasks undertaken by you in connection with the business of the Company;

5.10 Not incur on behalf of the Company any expenditure in excess of such sum, as may be authorized by the Supervisor, and/ or by the management, from time to time;

5.11 Not enter into on behalf of the Company, any commitment, contract or arrangement which is outside the scope of your normal duties, functions and responsibilities or is of an unusual or onerous or long term nature;

5.12 Not engage or employ any person outside the scope of your authority or on terms, which vary from those established from time to time by the Company;

5.13 Not terminate the employment of any employee of the Company outside the scope of your authority and in any case you will immediately report any termination effected by you and the reason for it to the Supervisor;

5.14 Knowingly do or permit to be done or omit to do any act, deed or thing which is prejudicial to the interests of the Company including its business or is in the opinion of the Company likely to adversely affect the reputation of the Company in any manner; or

5.15 Provide necessary information/ details (to the sole satisfaction of the Company) within 3 (three) days, regarding non-reporting/ unauthorized absence to/ from the place of work, failing which disciplinary action may be initiated by the Company against you.

5.16 You were, and in terms of this Letter, you will continue to be governed by the Policies, administrative order(s), instructions, relating to service, if any, issued by the Company, from time to time, in relation to your conduct, discipline and service conditions, such as leave, medical or retirement and these Policies or orders will form an integral part of this Letter. The Company shall have the right to modify such Policies, administrative order(s) or instructions at its sole and absolute discretion, which shall thereupon bind you.

5.17 You shall at all times comply with the Policies, which are available with the human resources department of the Company as well as at http://www.erisworld.co.in.

5.18 You, hereby, agree and undertake that both during and after your employment with Company, you shall, at the request and sole expense of the Company, render all assistance and perform all lawful acts that the Company considers necessary or advisable in connection with any litigation involving the Company or any director, officer, employee, shareholder, agent, representative, consultant, client, customer or vendor of the Company.

5.19 You may have been allotted an official login/ email ID ("ID"), which is password-protected. If you have been allotted the ID, you shall keep the password of the ID confidential and regularly check/ us the same for any communication. This ID should be used exclusively for authorized official purposes only. All official correspondence/ information including letters/ notice of confirmation, transfer, promotion, termination, resignation or policy matters received/ sent through such ID, by or to you shall be an acceptable form of communication. You shall solely be responsible for any unauthorized and unapproved usage of this ID. You shall be bound by the Company's Information Security Policy, as updated, from time to time, which is available at http://www.erisworld.co.in.

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5.20 In addition to the aforesaid, the above ID shall also be your employee self service user id. This service shall be useful to avail a number of benefits such as availing leaves, reimbursements, salary slips, etc., as may be available from time to time. You can access the same at http://www.erisworld.co.in.

6. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

6.1 You recognize and acknowledge that the business interests of the Company require a confidential relationship between the Company and you, and the fullest protection and confidential treatment of all the Confidential Information (as defined hereinafter) of the Company, which have or may in whole or in part be conceived, learned or obtained by you in the course of your employment/ appointment with the Company.

6.2 For the purpose of this Letter, "Confidential Information" means all the information of a confidential nature arising out of or in connection with the Appointment Letter, the Confirmation Letter and this Letter, including any trade/ business secret, technical knowledge or know-how, financial information, Proprietary Information (as defined hereinafter), plans, customer/ client lists, supplier information, pricing policies and procedures, marketing data and/ or promotional techniques, product data, purchase information, sales policies, employee lists, Policies, computer records, computer access codes, trade secrets, plans and programs, any formula pattern or compilation of information, used in the business of the Company, or its Affiliates (as defined hereinafter), or any of its/ their clients, irrespective of whether such information is received by you under a validly executed confidentiality agreement or not, or which is disclosed (whether in writing, delivery of items/ reports, manuals, verbally, visual representation, inspection of tangible objects, on office or site visits, or by any other means and whether directly or indirectly) whether before or after the date of the Appointment Letter, the Confirmation Letter and this Letter.

6.3 In order to protect the Confidential Information, you hereby agree and undertake to keep secret and treat as confidential all the Confidential Information, and shall not at any time, either during the Term or on or after the Termination Date, divulge the same to any unauthorized person(s), nor use for any purpose other than in the ordinary course of business and in furtherance of the Company's interests. Even in connection with the Company's business, your use of the Confidential Information shall be governed by Policies and any confidentiality obligations the Company may be under with any external/ third party.

6.4 In furtherance of the condition of not using any patents, manufacturing process, formula, specifications, inventions or secrets of the Company, all intellectual property rights in any work or material developed by you during the course of your employment with the Company ("Proprietary Information"), whether individually or in association with other employees/ officers/ agents/ servants/ directors of the Company, and whether developed during or beyond working hours, whether by using the resources of the Company or not, will at all times, belong to and be the property of the Company and you will not be entitled to claim any rights/ interests/ benefits over or out of such Proprietary Information and other materials and hereby also acknowledge that these will remain forever as the exclusive property of the Company.

6.5 You agree that all rights, title and interest in and to the Confidential Information shall remain the exclusive property of the Company.

6.6 You will prevent the publication, divulgence or disclosure by third party/ies of any Confidential Information.

6.7 You will not during the continuance of the Term or after the Termination Date, issue any statements to the press, with respect to the Confidential Information and/ or business of the Company.

6.8 You acknowledge and agree that breach of any of the obligations of confidentiality will cause irreparable harm and injury to the Company, and in such an event, the Company will be entitled to obtain appropriate injunctive relief or other equitable remedies and claim damages against you.

6.9 The obligations of confidentiality shall survive the Term as stipulated in this Letter.

7. HOLIDAYS

7.1 The Company's holiday year commences every year on 1st January and expires on 31st December ("**Holiday Year").**

7.2 During the Term, you shall be entitled to such leaves, as may be available in terms of the Policies.

8. NON-SOLICITATION AND NON-COMPETE

8.1 You covenant, and agree that during the Term, and for a period of 6 (six) months thereafter, due to the exposure and access to substantial Confidential Information and/ or the Proprietary Information that you may obtain, and in recognition of the need to protect the Company's interest in this regard, you will not, except with the prior written consent of the Company, directly or indirectly;

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8.2 Solicit, entice, or induce any person, firm, or corporation, who or which, at any time during your employment/ appointment/ service with the Company, was a client, customer or supplier of the Company and/ or any associated/ group/ related (including parent and subsidiary) company ("Affiliates"), to become a client, customer or supplier of any other person, sole proprietorship, firm, trust, company, limited liability partnership, corporation, or other association;

8.3 Authorize or direct any person, sole proprietorship, firm, trust, company, limited liability partnership, corporation or other association to solicit, entice or induce any person, sole proprietorship, firm, trust, company, limited liability partnership, corporation or other association, who or which, at any time during your employment/ appointment/ service with the Company was a client, customer or supplier of the Company and/ or the Affiliates, to become a client, customer or supplier of any other person, sole proprietorship, firm, trust, company, limited liability partnership, corporation or other association;

8.4 Attempt to persuade any person, sole proprietorship, firm, trust, company, limited liability partnership, corporation or other association to solicit, which is a client, customer or supplier of the Company, to cease doing business or to reduce the amount of business which any such client, customer or supplier has customarily done with the Company and/ or the Affiliates;

8.5 Solicit, entice, or induce any person, who presently is, or who may, at any time during your employment/ appointment/ service with the Company, become an employee/ officer of the Company and/ or the Affiliates, to become employed by any other person, sole proprietorship, firm, trust, company, limited liability partnership, corporation or other association, and you shall not approach any such employee/ officer for such purpose or authorize or direct the taking of such actions by any other person, sole proprietorship, firm, trust, company, limited liability partnership, corporation or other association. Further, you shall not solicit, incite or in any other way encourage other employees/ officer of the Company and/ or the Affiliates to terminate their respective contracts of employment or such other arrangement with the Company and/ or the Affiliates, as the case may be; or

8.6 Directly or indirectly solicit, participate in, or accept business similar to any aspect of the Company's business, from any person, sole proprietorship, firm, trust, company, limited liability partnership, corporation or other association, who or which was a client, customer or prospect of the Company and/ or the Affiliates during your employment/ appointment service with the Company, and with whom you had Business Contact through the Company. "Business Contact" for these purposes shall include your telephonic, written and/ or face-to-face business communication with representative(s) of the client, customer or prospect.

8.7 In order to protect the legitimate business of the Company with which you have been significantly involved during the Term, you undertake and covenant with the Company that you shall not, during the Term, and for a period of 6 (six) months thereafter, be engaged, concerned or interested, either directly or indirectly (whether for remuneration or otherwise), in any trade or business or occupation, which is directly or indirectly same or similar to business of the Company, or which competes with the Company's business.

8.8 During the Term, any external directorship or business interest may be allowed by the Company, on a case to case basis, at its sole and absolute discretion, and after prior written approval of the management, in this regard.

8.9 You acknowledge and agree that each of the above restrictions constitute an entirely separate and independent restriction on you, and that the duration, extent and application thereof are considered reasonable for the legitimate protection of the business and goodwill of the Company.

8.10 The aforesaid restrictions, on which you have had the opportunity to take independent legal advice, is considered reasonable by the Company and you, and necessary for the protection of the legitimate interests of the Company.

8.11 The aforesaid restrictions shall survive the Term as stipulated in this Letter.

9. GENERAL RULES

9.1 In addition to the terms and conditions of employment specifically stated in the Confirmation Letter and herein, you will also be governed by the rules, regulations, practices, systems, procedures and policies, including Eris code of conduct policy and human resource manual as may be framed, amended or modified by the Company from time to time (hereinafter collectively referred to as the "Policies").

9.2 You will intimate, in writing, to the Company, any change of address and/ or contact number within a week from the change of the same, failing which, any communication sent on your last recorded address and/ or contact number shall be deemed to have duly sent to you.

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9.3 You shall not, during the employment, make, otherwise than for the benefit of the Company or for the purposes of the employment, any documents, writings, instruments, notes, memoranda, records, tape recordings, computer programs, photographs, plans, drawings or any other form of record relating to any matter within the scope of the business of the Company or concerning any of the dealings or affairs of the Company (collectively "Company Records").

9.4 You shall, on request at any time, and from time to time, and, in any event, after the Term, immediately deliver to the Company or its authorised representative, all laptops/ computers, mobile phones and sim cards, keys, passes, credit or charge cards, Confidential Information, Company Records and other documents, records, files, manuals, papers, computer storage devices, tapes or other software storage media, and any other property of whatsoever nature, which may be in your possession or control and relate in any way to the business and affairs of the Company and you shall not retain any copies thereof.

9.5 You, hereby, consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you, in the course of employment, for the purposes of the Company's administration and management of its employees and its business, and for compliance with applicable procedures, laws and regulations and to the transfer, storage and processing by the Company of such data outside India, where the Company may have its offices.

9.6 You will not be entitled to any compensation, under this Letter, in the event of a merger, restructuring, takeover, change in control or management or a substantial sale of assets of the Company.

9.7 During the Term hereof and thereafter, you agree to refrain from any disparaging statements, including but not limited to statements that amount to libel or slander, about the Company and/ or any of their respective employees, officers, or directors.

9.8 You will be liable to pay damage(s) to the Company for the loss caused by you directly and/ or indirectly, in addition to other legal remedies in law and/ or equity, which may be available to the Company against you, for violating any of the provisions of this Letter.

10. RESIGNATION/ TERMINATION

10.1 You may resign from employment/ appointment at any time by giving to the Company,

Designation	Notice Period
CFO/President/Sr.VP/VP/AVP/ Sr.GM/GM/DGM/AGM/NSM/Sr. MM/MM/GPM/Sr. PM/Sr.Manager/SM/DSM	3 Months
Manager/Product Manager/Assistant Product Manager/Assistant Manager/Product Executive/Sr.Executive/Executive/Management Trainee/Assistant/Officer/BE/BE-T/BM/BM-T/TM/ TM-T/ABM/RBM	1 Month

Written notice to this effect and such resignation shall be deemed effective after the expiration of the said month period. However, in the event you choose not to serve the said notice period or any part thereof, then, you will be liable to pay to the Company the Basic Salary in lieu of the said notice period or any un-served part thereof. If the Company does not receive the said payment from you within 7 (seven) days of your choosing not to serve the notice period (as aforesaid), then, the Company shall have the right to set-off any and all payments/dues payable by the Company to you, against such Basic Salary in lieu of the said notice period or any un-served part thereof. However, if any such payments remain due and payable by you to the Company, including after any such set-off by the Company as mentioned above, the Company shall, without prejudice to any of its rights, be entitled to withhold and not issue your relieving letter.

10.2 The Company will have the right to terminate your employment/ appointment, with or without any cause/ reason, by giving you 1(one) month notice, in writing, or pay you the Basic salary in lieu of the whole or part of the un-served notice period, as the case may be.

10.3 During the notice period specified in Clauses 10.1 and 10.2 hereinabove, you will be obligated to perform the duties and functions, in accordance with the direction of the Supervisor or such other person as the Supervisor shall designate, and shall abide by all other terms and conditions of the employment/ appointment, including

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this Letter. Additionally, you will use best efforts to effect a smooth and effective transition to whoever will replace you.

10.4 Notwithstanding to anything contrary provided in this Letter, the Company reserves the right to terminate your employment/ appointment/ services by giving you 1 (one) day notice or 1 (one) day Basic salary in lieu thereof, if you:

10.5 Commit any serious or persistent breach of any of the provisions of this Letter and/ or the Policies;

10.6 Fail to give satisfactory performances and achieve the minimum performance parameters stipulated and communicated to you from time to time;

10.7 Have irregular attendance, and are constantly absent from duty or are inefficient or do any act, deed, matter or thing which is detrimental to the interests of the Company; or

10.8 Are convicted of any criminal offence other than an offence which in the reasonable opinion of the Company does not affect your position as an employee of the Company or engage in any act or are convicted by any court for any offence involving moral turpitude. Are found guilty of any gross default, misconduct, willful neglect, disloyalty, dishonesty, misrepresentation, indiscipline, or disobedience, in the discharge of your duties in connection with or affecting the business of the Company.

10.9 You will automatically retire from the employment/ appointment/ services of the Company on attaining the age of 60(Sixty) years.

10.10 Upon resignation or termination of your employment, in accordance with this Letter, you shall comply with all the exit formalities as set-out in the Policies, including but not limited to, the obligation of handing over charge to the Supervisor or such other person (as may be nominated by the Supervisor in this regard), and complying with the provisions of the Clause 9.4 of this Letter. Further, you will be obligated to obtain a 'No Objection Certificates' from the C&FA and stockiest of your operational area and provide the same to the Supervisor. If you fail to comply with the provisions of this Clause 10.6, the Company will be entitled to withhold the payment of your final dues till such time you obtain such 'No Objection Certificates' and provide the same to the Supervisor .

10.11 The Company shall have the right to ask you to get yourself medically examined, vaccinated or inoculated by any registered medical practitioner at any time, when the Company feels it necessary, and you shall be obligated to comply with this request. Your employment/ appointment/ service will be liable to be terminated if you are found to be physically or mentally unfit by a registered medical practitioner, nominated by the Company.

11. REPRESENTATIONS

11.1 You, hereby, represent, warrant and covenant to the Company as on the date of execution of this Letter, and further assure the Company at all times during the Term, that:

11.2 By counter-signing this Letter and performing your obligations hereunder, you will not be in breach of any terms or obligations under any subsisting agreement, written or oral, with any third party;

11.3 You have not been, and shall ensure that you are not, sentenced to imprisonment for any period or to a fine exceeding Rs. 3000/- (Rupees three thousand only) for the conviction of an offence; and You have completed the age of 18 years (eighteen years) and have not attained the age of 60 years (Sixty years)

11.4 You acknowledge and agree that you are counter-signing this Letter voluntarily and without any duress or undue influence by the Company or anyone else. You, further acknowledge and agree that you have carefully read this Letter and asked any questions needed for you to understand and/ or clarify the terms, consequences and binding effect of this Letter and fully understand it. Finally, you also agree that you have been provided an opportunity to seek the advice of an attorney of your choice before signing this Letter.

12. MISCELLANEOUS

12.1 The employment/ appointment/ service was offered to you based on the information supplied by you to the Company in your application/ personal data form, which was and is believed to be true and accurate. If any such information is found to be untrue or any material error is discovered therein at any time hereafter, you shall be deemed to be in serious breach of the provisions of this Letter, and the Company shall be entitled to terminate your employment/ appointment/ service in accordance with this Letter.

12.2 This Letter shall be governed by and construed in accordance with the laws of India, and the courts at Ahmedabad shall have exclusive jurisdiction in respect of the employment/ appointment/ service consequent to this Letter and all matters arising there from.

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12.3 Please sign the duplicate copy of this Letter and return the same in confirmation of your acceptance of all the terms and conditions, as stated herein.

Sincerely,

For **Eris - M.J. Biopharm Pvt Ltd**



Authorized Signatory
Human Resources Department
Shubham Kori
Date: Feb 23 2023, 20:13:12 IST
Aadhaar eSign by:
shubhamkori04@gmail.com
sign.zoho.in
I, hereby agree to abide by the terms and conditions of this Letter.

Signature of **M00260 - Shubham Kori**

Business Executive - Blu Team division

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ANNEXURE "A"

Component	ANNUAL (INR)	MONTHLY (INR)
Basic Salary	2,15,000	17,917
Leave Travel Allowance (LTA)	25,000	2,083
House Rent Allowance (HRA)	1,10,000	9,167
Child Education Allowance	1,200	100
Hostel Allowance	3,600	300
Mobile Allowance	3,000	250
Internet Allowance	3,000	250
Metro Allowance	3,000	250
Statutory Bonus	30,000	2,500
Special Allowance	70,058	5,838
Gross Salary	**4,63,858**	**38,655**
Reimbursements	**0**	**0**
Gratuity	10,342	862
Provident Fund	21,600	1,800
Statutory Benefits to Employer	**31,942**	**2,662**
Group Mediclaim & Personal Accident Insurance	4,200	350
Insurance Benefits	**4,200**	**350**
Cost to Company CTC	**5,00,000**	**41,667**
Provident Fund PF	21,600	1,800
Employee State Insurance ESIC	0	0
Employee PT	2,400	200
Statutory Deduction from Employee	**24,000**	**2,000**
Net Pay	**4,39,858**	**36,655**
CTC	**5,00,000**	**41,667**
Total CTC	**5,00,000**	

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Daily Allowance	
Headquarter Allowance	Rs. 350/-
Ex-Headquarter Allowance	Rs. 350/-
Outstation Allowance	Rs. 600/-
Travelling Tariff	Rs. 2.50 /KM up to 150 KMs Beyond 150 KMs 3 Tier A.C. or Actual
Monthly Allowance	
Stationery, Xerox & Scan, Printing Charges etc.	Rs. 300/-

Notes:

1. Provident Fund, Employee State Insurance (ESIC) & Gratuity are subject to change of statute, if any.
2. According to statute, payment of Gratuity is subject to completion of minimum 05 years continuous service from the date of joining the organization.
3. You will be covered under company's Group Mediclaim Insurance Policy (GMIC) and Group Personal Accident Policy (GPAP) as per the terms and conditions of the policy with the insurer.
4. Mobile Perquisite is in lieu of Corporate SIM Card (if applicable) offered by the company, hence it will not be payable along with your monthly salary. Kindly get in touch with HR Department for the issuance of the same at the time of your joining.
5. Car Fuel & Driver Salary Reimbursement (if applicable) will be done subject to submission of supporting bills & vouchers only, which have to be submitted on monthly basis on or before 25th of respective month.

Laptop Reimbursement will be subject to the submission of an authenticated bill/invoice on the procurement of Laptop as per company's Laptop Reimbursement Policy.

V. A. BAPAT & CO.
Chartered Accountants

06 July, 2022

Ankita Chaurasiya
S.P. Road,Shri Ram Chawl Kamati,
Sangam Nagar,
Wadala East ,
Mumbai-400037

Dear Ankita Chaurasiya,

This letter is in relation with offering the position of 'Executive – Audit' at M/s. V A Bapat & Co. A brief job description would be as follows:

- As executive audit you will be required to engage on audit and assurance assignments as directed by V A Bapat & Co.
- You will take care of the equipment provided to you by the firm for work engagements and keep it in the best condition.
- You will adhere to the policies and procedures of V. A. Bapat & Co. and the management of the firm.
- The appraisal shall take place in 3 months from date of this letter and shall be at the discretion of the management.
- The work hours will be 10 AM to 6 PM but due to work pressure you might be required to stay beyond the regular working hours.
- The work days shall be from Monday to Saturday. In case of any specific changes in the same it will be communicated to you. The list of holidays shall be shared with you.

In line with the same, find enclosed with this letter the salary breakup in Annexure – I.

I personally look forward to you working with us.

Kindly acknowledge and return.

For V. A. Bapat & Co.

V.A. BAPAT & CO. MUMBAI Chartered Accountants

Harshavardhan Vivek Bapat

Partner

HEAD OFFICE :
A-204, Damji Shamji Corporate Square,
off. Ghatkopar Andheri Link Road,
Pant Nagar, Ghatkopar (East), Mumbai - 400 075.

BRANCH OFFICES :
• 20, Vikram CHS, Tilak Nagar, Thane (E.) - 400 603.
• 208-209, Acharya Commercial Centre, Dr. C. G. Road, Chembur, Mumbai - 400 074.

• Ph.: 2500 0378 / 2500 0379 / 022-62360671 • E-mail : info@vabapat.com • Website : www.vabapat.com

HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri (East), Mumbai – 400069.
Tel. : 022 – 6250 9000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

Ref: HDBFS/HRD/RL/36812

September 06, 2022

Emp No. : A50965
Name : Amit Harilal Yadav
Vertical : Consumer Durable and LifeStyle
City : Mumbai
Branch : Trade Star, 3rd Floor

Dear Amit Harilal Yadav**,**

Re : Relieving Letter cum Certificate of Employment

This is to inform you that your resignation from the services of the Company has been accepted. You have been relieved from your current role as **Sales Executive** with effect from the close of business hours on **August 03, 2022**.

We further confirm that you were employed with the Company from **June 15, 2021** to **August 03, 2022** .

We wish you the very best in your future endeavors.

Yours sincerely,

For HDB Financial Services Limited
(HBL Division)

Ashish Ghatnekar
Head - Human Resources & Operations

ALKEM LABORATORIES LTD.
Regd. Office : ALKEM HOUSE, Senapati Bapat Marg,
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.
• Phone: +91-22-3982 9999 • Fax: 022-2495 2955
• Email: contact@alkem.com • Website: www.alkemlabs.com
• CIN: L00305MH1973PLC174201

Date : 06 September 2019

Mr. RIYAJUDDIN SAI MOHAMMAD SHAIKH
ROOM NO.714, BHARTIYA KAMLA NAGAR S.P.ROAD,
ANTOP HILL, WADALA (E), MUMBAI. MAHARASHTRA - 400-037
983-351-7656

Dear Mr. RIYAJUDDIN SAI MOHAMMAD SHAIKH,

Subject: Offer cum Appointment letter for the post of MARKETING EXECUTIVE

On behalf of the Management of **Alkem Laboratories Limited**, I take great pleasure in offering you appointment as **MARKETING EXECUTIVE** in grade **ME** in our "**Alpha Max** Department / Division"

The terms and conditions of the employment are as per ANNEXURE I
Your posting will be presently at "**Mumbai** "HQ.

Your total fixed compensation will be Rs. **200000**/- per annum (**Two Lakh Rupees** Only). The detailed breakup and condition for payout is as per **ANNEXURE II**.
Your appointment is subject to you being found medically fit and on the understanding that all the details mentioned by yourself in the job application form are correct and complete in all respect.

Please return duly signed copy of this offer cum appointment letter to us as a token of your acceptance.
Your tentative date of joining will be **9 September 2019**. In case you do not join on or before this date, the offer cum appointment letter shall stand cancelled. Should there be any change in date of joining, please keep us informed in advance.
We welcome you to the Alkem family and look forward to your significant personal and professional growth during your association with us.

With best wishes,
For **Alkem Laboratories Limited**



Sachin Khosla
SENIOR MANAGER

ACCEPTANCE

If the terms and conditions of appointment enumerated in this letter of offer cum appointment, including its annexure are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this letter and return it to the company within one week of the date of this letter.

Name: RIYAJUDDIN SAI MOHAMMAD SHAIKH
Signature _____ Date: _____

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Lower Parel (West), Mumbai - 400 013, Maharashtra, India.
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• Email: contact@alkem.com • Website: www.alkemlabs.com
• CIN: L00305MH1973PLC174201

ANNEXURE – I

1. **LIST OF DOCUMENTS**: Please bring the originals and a copy of the following documents at the time of your joining. These documents are mandatory for activation of joining process.

a) Educational Qualifications (Provisional or final certificates of S.S.C, H.S.C, Graduation, Post-Graduation etc till date)

b) Proof of Date of Birth (Certificate obtained from SSC / Birth Certificate/ Aadhaar with date of birth mentioned).

c) Permanent Account Number (PAN Card)

d) Aadhaar Card

e) Offer Letter, Relieving letter and Salary Slips (last 3 months) of previous employer.

f) Cancelled Cheque of your saving's account.

g) 4 Latest Passport size photographs of yourself.

2. PROBATION / CONFIRMATION: You will initially be on probation for period of six months from date of joining the Company, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable either by the company or by you without assigning any reason whatsover. On completion of probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.

3. TRANSFER: Your services are transferable anywhere in India including any of the Divisions / SBUs / Subsidiary Companies / Associated Companies / Affiliated Companies etc, which are in existence or which may be set up in future, will be automatically governed by the terms & conditions, to which you are transferred.

4. CESSATION OF EMPLOYMENT: On the basis of documents / certificates submitted by you, your date of birth is recorded as 10/08/1995.

a) As per the policy of the company the age of superannuation is on completion of 58 years.

b) On satisfactory completion of the probation period and / or after you have received your confirmation in writing except for the reason mentioned in this appointment letter, your services can be terminated by the company at any time or you can choose to leave the company by giving **1 MONTH** notice in writing or Basic salary in lieu of notice at the discretion of the management.

c) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

(1) return to work within 8 days from the commencement of such absence and
(2) give an explanation to the satisfaction of the Management regarding such absence.

d) Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.

ALKEM LABORATORIES LTD.
Regd. Office : ALKEM HOUSE, Senapati Bapat Marg,
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.
• Phone: +91-22-3982 9999 • Fax: 022-2495 2955
• Email: contact@alkem.com • Website: www.alkemlabs.com
• CIN: L00305MH1973PLC174201

5. GENERAL:

a) You will not engage yourself in any other business, occupation, employment, part time or otherwise, while in the company's services.

b) You will be entitled to privilege leave, sick leave and casual leave as per company's rule.

c) You are expected to maintain strict secrecy regarding the business affairs of the company and are responsible for the safe custody of the company's property lying with you which you are expected to return to us in the event of cessation of employer employee relationship for any reason whatsoever.

d) You are liable to use the E-detailer in the Form of TABLET for promoting the company's product in the Doctor's chambers along with the accessories. You are expected to carry out the detailing through the same devise and also need to maintain the complete confidentiality and secrecy which has been incorporated in the TABLET and you will be sole custodian for the same. You are also liable to handover the TABLET along with the accessories on your last field working day in the event of cessation of employment of whatsoever reason to your immediate Reporting manager &/or the person nominated by him &/.or Depot Manager nearest to your HQ. If you fail to do so, Management reserve the rights to recover the appropriate amounts as deemed fit based on the valuations and usage.

e) You will be governed by the rules & regulations of the company as applicable to you currently and as may be varied by the company from time to time, including but not limited to the services rules, which is an integral part of your letter of offer cum appointment, a copy of which is enclosed herewith.

f) You are required to keep us informed of any changes in your personal details (residential address, marital status, educational qualifications, dependant details etc.) or in your civil status.

g) You are also liable to return reimbursements if any form done like joining bonus, relocation expenses, notice period of previous employer or any other reimbursements subject to conditions discussed during the time of joining if you resign from service of the company prior to first anniversary of employment.

h) 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 the headquarters of the company viz. Mumbai.

i) Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not to share information regarding the same with anyone.

NOTE: ON THE DAY OF JOINING YOU ARE REQUESTED TO REPORT AT THE FOLLOWING ADDRESS
ALKEM LABORATORIES LIMITED
Alkem Learning Centre - Lonavala
REPORTING TIME: 09:00AM

ALKEM LABORATORIES LTD.
Regd. Office : ALKEM HOUSE, Senapati Bapat Marg,
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.
• Phone: +91-22-3982 9999 • Fax: 022-2495 2955
• Email: contact@alkem.com • Website: www.alkemlabs.com
• CIN: L00305MH1973PLC174201

ANNEXURE – II

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Basic	78000	6500
HRA	26112	2176
Vehicle Maintenance Allowance	1800	150
Kit Allowance	600	50
Metro Allowance	24000	2000
Monthly Call Incentive	24000	2000
LTA	1200	100
Special Allowance	7307	609
Gross A	**163019**	**13585**
Benefits		
Bonus	16800	1400
Gratuity	3752	313
Provident Fund	16429	1369
Gross B	**36981**	**3082**
Total CTC	**200000**	**16667**

***Provident Fund Company Contribution as per EPF & MP Act**
****Bonus/Exgratia Payable annually as per Payment of Bonus Act**
*****Gratuity Payable as per Payment of Gratuity Act**

Note : Above payments are subject to Income Tax, as applicable
In addition to the above you will be covered under the following schemes as per company policy :
a) **MEDICLAIM : HOSPITALISATION COVERAGE :** The policy covers self, spouse and two children subject to the over all limit of Rs.**1.25** Lac per annum.
b) **Accident Insurance Benefit :** Incase of disablement upto Rs.**4** Lacs and Incase of Death to Rs.**16** Lacs.

Daily Head Quarter Allowances : **240** Per Day
Daily Ex-Head Quarter Allowances : **260** Per Day
Outstation Allowances : **450** Per Day

We are happy to share the list of shortlisted students.

Name	Mobile Number	
Raj Chaurasiya	8779055220	BMS
Deepesh	8097684781	BAF
Bharat Soni	8425956678	BMS
Dinesh Sonkar	7021493965	BAF
Hirendra Chaurasiya	8693071923	BAF

Thanks & Regards

Rajkumar Ghanira

Area Regional Manager

8928234987

G-N college of Arts, Science & Commerce

₹ 500001/-

FW: placement at desifintech.com- Gurunanak college of Arts, Science &commerce

From: Raj (raj.kumar@desifintech.com)
To: prashant.nipun@yahoo.com
Date: Monday, 18 March, 2019, 10:58 am IST

Dear Sir,

As discussed

Below students are selected for a post of Relationship Manager in **Desifintech.com company.**

Thanks & Regards

Rajkumar Ghanira

Area Regional Manager

8928234987

From: Raj
Sent: 12 March 2019 18:32
To: prashant.nipun@yahoo.com
Subject: placement at desifintech.com- Gurunanak college of Arts, Science &commerce

Dear sir,

K.M. College of Arts, Science & Commerce

DealsKart
Online Services Pvt. Ltd
12/1, 13th Floor, Vatika Mindscape, National Highway
Sector - 27D, Faridabad, Haryana – 121003
CIN: U74140DL2011PTC224819

Jun 29, 2022

To,

Ajay Shanta Prasad Yadav,

Sub: Offer of Employment: Dealskart Online Services Private Limited.

Dear Ajay Shanta Prasad Yadav,

On behalf of **Dealskart Online Services Private Limited.** (the "Company"), we are very pleased to issue this offer letter for the position of **Sales Associate** in **Offline Business Operations** at **Mumbai.** This offer letter outlines only the basic terms which are not exhaustive and does not include the detailed terms and conditions of your employment. This offer is subject to your acceptance of terms of the employment agreements referenced below. This offer is contingent on a candidature reference and successful completion of the background check done by the Company.

Joining Date and Salary

Unless we mutually agree otherwise in writing, you will commence employment on **July 11, 2022** (the "Start Date"). Your starting salary will be **222000 (Two Lakhs Twenty Two Thousand Only)** per annum, payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. The detailed compensation breakup is given in the enclosed Annexure. Your base salary is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked, excluding payments for any overtime.

Sales Associate (Grade TRG)" means a **Sales Associate** who is in the process of undergoing initial training and does not perform duties in Offline Business Operations during such training period.

On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written employment agreement between you and the Company (the "Employment Agreement").

Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the Company. The validity of the offer letter shall cease to effect, if it is found that you do not have required work permit/ authorization/ visa, as the case may be, to work in India.

DealsKart
Online Services Pvt. Ltd
12/1, 13th Floor, Vatika Mindscape, National Highway
Sector - 27D, Faridabad, Haryana – 121003
CIN: U74140DL2011PTC224819

If you wish to accept employment with the Company, please indicate so by either by accepting the offer online on the Portal (Details mentioned in the email) or by sending an email confirmation to Human Capital Department. In case you do not confirm your acceptance on the terms of employment as given in this letter of employment within 48 Hours from the date of issuance, then the offer of employment shall stand rescinded.

The company reserves the right to revise your work profile and/ or your salary structure, as per company policy or any change in the company's operational strategy from time to time or in case the profile becomes redundant for the company or in case of any non-achievement of targets as assigned to you by the company.

Employment terms and conditions

- As a part of your role, you shall assist in the sales of the business. You shall be accountable to keep the store upkeep and hygiene, manage inventory/ stock count and adhere to all the company SOPs and policies, as amended from time to time.
- You shall be accountable for, and shall accept, any deduction towards inventory shortage identified in the store.
- Your location/ city/ region of work is subject to change as per the business expansion plans/ strategies of the company from time to time, to you which you shall have no objection.
- You confirm that you have 24x7 uninterrupted access to high speed internet connection to attend to all your virtual training/ calls/ meetings pertaining to the company's business/ operations.
- Initial training will be conducted at a designated place decided by the company from time to time.
- For outstation trainees, the company would arrange to-and-fro travel from place of work (as per offer / appointment letter) to central "LK Academy". The mode of travel will be as per the company policy.
- You are aware of your training plans, remuneration and allowances. You also confirm your clear understanding of the criteria of clearing/ passing the training and the consequences of not clearing/ passing the trainings.
- If you have managed to complete the entire program but have not been able to successfully clear the assessment, you will only be paid the training allowance and no other entitlements will be applicable.
- For the avoidance of doubt, any person who abandons the training program or does not report for any reason whatsoever shall not be entitled to any allowances or reimbursements whatsoever.
- During your training assessment period there will be no notice period clause applicable
- You confirm your clear understanding of the compensation breakup and accept the same.
- You shall not apply for any leaves during your training period and you shall not apply for leaves for a continuous period of more than 2 days within the first 90 days of your joining the company except in case of medical emergency which shall be supported by a medical practitioner's prescription.
- Your appointment is contingent upon successful completion of a background verification. In case your BGC is negative; your offer letter will be null & void.

We are very excited about the possibility of you joining us. We hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

This offer is valid subject to you submitting all the documents listed in this letter as well as a positive reference.

DealsKart
Online Services Pvt. Ltd
12/1, 13th Floor, Vatika Mindscape, National Highway
Sector - 27D, Faridabad, Haryana – 121003
CIN: U74140DL2011PTC224819

You shall be required to either upload following documents or bring the same on your date of joining.

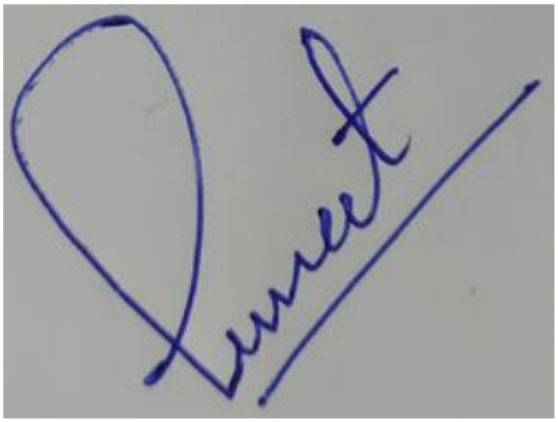
1. Copy of Aadhaar Card
2. Copy of PAN Card
3. Your Professional and academic qualification certificate(s) - 10th Standard onwards
4. Copy of UAN card with KYC status updated as Yes.
5. Provident Fund and Pension Scheme Account Number
6. ESIC number if a member of ESIC.
7. Details of your last revised compensation e.g. your last Pay-slip
8. Form 16 from your previous employer/ salary certificates
9. One canceled cheque (Name Imprinted) or Cancelled cheque with Passbook
10. 4 Passport Size Photographs (To Carry on your date of joining)

Wishing you success in your career with us.

Thanks & Regards
Recruitment Desk

For Dealskart Online Services Private Limited.

Authorized Signatory



DealsKart
Online Services Pvt. Ltd
12/1, 13th Floor, Vatika Mindscape, National Highway
Sector - 27D, Faridabad, Haryana – 121003
CIN: U74140DL2011PTC224819

SALARY ANNEXURE

Strictly Confidential

Annexure - I (Compensation Breakup)		
Particulars	Monthly	Annual
Basic Salary	9250	111000
House Rent Allowance	4625	55500
Statutory Bonus	1250	15000
Special Allowance	1538	18456
Employer Provident Fund	1295	15540
Employer ESIC	542	6504
Fixed Salary	**18500**	**222000**

1. On the successful certification of your training at Lenskart Academy, we also offer an attractive Monthly Incentive Plan (MIP) based on Store Performance and Individual Contribution. The amount of MIP you become eligible to receive will depend on various factors such as store performance and individual contribution relative to the target assigned by the Company in the previous month). The Average monthly incentive amount you are eligible is INR. 2,500/-. You will be eligible to receive the MIP only if: (a) you are actively employed by Lenskart on the date of payout of MIP; and (b) you have neither served your resignation nor are serving notice period under the Agreement on the date of payout of the MIP.

2. The Company may provide you an accommodation in Gurugram at your own expense, which shall be an average amount of INR 315 per day (excluding electricity charges, if any). However, upon your specific request, the Company may offer to pay this accommodation cost for your training period, which shall then be deducted from your salary in equal installments over a period of 6 months, post your joining on the final store location.

3. Gratuity: Payment will be made as per Payment of Gratuity Act.

4. Group Mediclaim Policy: You will be eligible for Mediclaim Benefit, as per Company Group Mediclaim Policy. You can enroll yourself and your family (Spouse + 2 Kids). This policy is not applicable for employees who are covered under ESIC as per eligibility criteria defined by the Statutory authorities

5. Group Personal Accident Policy: You will be eligible for Accidental, Weekly benefit and Death Benefit as per Group Personal Accident Policy.

6. Group Term Life Policy: You will be covered under group Term life policy governed by the company.

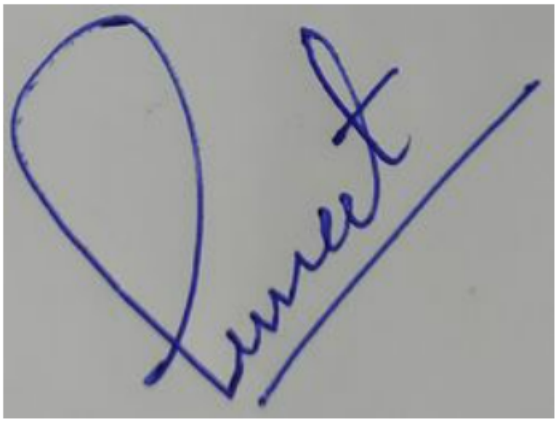
DealsKart
Online Services Pvt. Ltd
12/1, 13th Floor, Vatika Mindscape, National Highway
Sector - 27D, Faridabad, Haryana – 121003
CIN: U74140DL2011PTC224819

7. All tax implications arising out of your salary structure shall be borne by you.

8. Your salary is strictly confidential, and you should not disclose it to anyone without prior permission of the Company in writing.

Note: The insurance benefits of the Company would be subject to change from time to time, as per Company's Policies.

For **Dealskart Online ServicesPrivate Limited.**



Authorized Signatory

Received and Accepted

Ajay Shanta Prasad Yadav

HIMALAYA WELLNESS COMPANY
(*Formerly known as* The Himalaya Drug Company)
Makali, Bengaluru 562 162, India

Phone
+91 80 6754 9999

E-mail
human.resources@himalayawellness.com

Website
www.himalayawellness.com

October 01, 2022

Mr. Suryadeva Subhash Nair
Employee Code: 19185
Room No. 13
Sion Koliwada Sion, Mumbai
3rd Floor, Bldg-No.6, B. M. C Colony, Karmaveer Dadasaheb Gaikwad Nagar
Mumbai-400022
Maharashtra
Email id: nairsurya072@gmail.com
Mob No.: 8451875183

Through: Mr. Anil Jiandani, Business Director-Pharmaceuticals and Animal Health

Dear Mr. Suryadeva Subhash Nair,

Re: Promotion as Pharma Sales Officer- Zeal

The Management is pleased to promote you as **PHARMA SALES OFFICER** for **ZEAL STRATEGIC BUSINESS UNIT of HIMALAYA WELLNESS COMPANY** with effect from **October 01, 2022.**

The Salary increase on your promotion to the position of Pharma Sales Officer is Rs.500/- P.M. and your allowance with effect from October 01, 2022 are as follows.

Rs. 320/- per day at HQ
Rs. 425/- per day at Metro (Only Chennai, Delhi, Kolkata and Mumbai)
Rs. 350/- per day at Ex-HQ
Rs. 530/- per day on tour

All other terms and conditions mentioned in the appointment letter as well as Service Rules Book for MRs/PSOs will be same and shall be binding.

Please acknowledge the receipt of this letter.

Looking forward to your further progress in Himalaya,

For Himalaya Wellness Company
(Formerly known as The Himalaya Drug Company)

KG Umesh
Director – Human Resources

greysoft
Realizing Visions

Reference No: GSS/PF/AL/412

This Agreement is made on 22nd Day of November 2021

Between

GREYSOFT SOLUTIONS PVT LTD, a Private Limited Company, having its Office at #602, T-Square, Opp. Chandivali Petrol Pump, Saki Vihar Road, Powai, Andheri East, Mumbai 400072, India, hereinafter referred as "**Company**" (which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its directors, administrators, successors & assigns) of the first Part

and

Mr. /Mrs. /Ms. Adeshkumar Gupta having his permanent residence at Jay Bajrang Bali Society,Hanuman Nagar,hill no.3,Kurla West,Mumbai- 400070 (hereinafter referred to as "Employee/you/your or yourself") (which expression shall unless it be repugnant to the context or meaning thereof shall mean and include his/her legal heirs, representatives, successors, etc.) of the Second Part. Each of the aforesaid shall hereinafter be referred to individually as a "Party" and collectively as "Parties"

WHEREAS:

A. The Company has offered to employ you in the capacity of a "Trainee Software Engineer";
B. You are desirous of and are willing to be employed by the Company in such capacity; and
C. The Company and you desire to set forth the terms and conditions of such employment.

NOW, THEREFORE, expressly incorporating the foregoing Recitals as part of the consideration hereof, and in further consideration of the premises and the mutual promises and covenants contained herein, the Company and you hereby agree as follows:

1. **EFFECTIVE DATE**:
   This Agreement shall become effective upon execution by the Parties

2. **APPOINTMENT**:
   a. The Company hereby appoints you and you agree to serve the Company in the capacity of Trainee Software Programmer. However, the Company may assign you to such other roles as the Company may at its sole discretion determine.

01

22/11/2021

ANNEXURE A

CTC TABLE

GREYSOFT SOLUTION PVT LTD

ID	**GSS 412**
Name	**Adesh Kumar Gupta**
Designation	**Trainee Software Programmer**
Annual Budget	**240,000**

PARTICULARS		MONTHLY	ANNUALLY
SALARY COMPONENTS	BASIC	12742	152904
	HRA	2548	30576
	CONV	0	0
	LTA	0	0
	OTHER	1699	20388
	GROSS:	**16989**	**203868**
EMPLOYERS CONTRIBUTION	PF	1877	22524
	ESI	127	1524
	MLWF	6	72
	BONUS	1001	12012
	TOTAL:	**3011**	**36132**
TOTAL COST TO COMPANY		**20000**	**240000**
EMPLOYEES CONTRIBUTIONS	PF	1733	20795
	ESI	552	6624
	MLWF	2	24
	PT	200	2500
	TOTAL:	**2487**	**29943**
TAKE HOME SALARY:		**14502**	**173925**

(a) All payments are subject to deductions as per the provisions under Payment of Wages Act, 1936 and various State and Central enactments

(b) Your total compensation package includes gross yearly salary of ₹ 2,40,000/- (Rupees Two Lakh Forty Thousand only)/-

22/11/2021

Employee Signature

Date:

GREYSOFT SOLUTIONS (P) LTD. MUMBAI

Lifestyle Enhancing Affordable Finance

December 16, 2021

Ankita Gupta
Mumbai, Maharashtra

STRICTLY PRIVATE & CONFIDENTIAL: OFFER LETTER

Dear Ankita,

It is our pleasure to offer you employment with Brick Eagle Affordable Housing Finance Limited (the "Company") as "**HR - Officer**" at **Mumbai**, as per the standard terms and conditions of employment with the Company (the "Offer").

Your gross annual compensation (i.e., Cost to Company) will be **INR 2,40,000/- (Rupees Two Lakhs Forty Thousand Only)**. This amount is inclusive of the fixed remuneration, paid as monthly salary. The complete terms and conditions of your employment shall be given to you as part of your Appointment Letter and other Company policy documents once you join us.

Upon your joining, your performance criteria shall be discussed and communicated to you by your reporting/location supervisor. Based on the requirements of the Company's business, the criteria may change from time to time, and the same will be communicated to you regularly. Please note that, in events of failure to meet the performance levels and/or personal effectiveness and/or misconduct / lack of professional ethics etc., your services may be liable to discontinuation, without any notice/salary in lieu thereof at any time.

This Offer has been made based solely on the information furnished by you, which you certify to be true and accurate. However, in case of any discrepancy in the copies of documents or certificates submitted by you as proof of above, the Company retains the right to review or declare void *ab initio* our offer of employment.

This Offer shall be valid, subject to you joining us on or before **December 16, 2021** (the "Joining Date"). This date has been confirmed by you to the Company, and in the event that you are unable to join by the Joining Date, the Company may revoke this Offer.

Please send us an email formally confirming your acceptance of this Offer within 48 hours of receipt of this Offer Letter, failing which the Offer will be deemed to be automatically withdrawn.

You are requested to submit the following documents on the Joining Date:

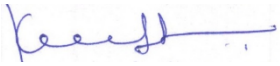
- Passport size photographs (2 copies)
- Copy of latest Education Certificate and mark sheet (highest education)
- Copy of Employment / Service Certificate from the previous employer.
- Copy of previous 3 months' Salary Slips or Bank Statement
- Address Proof (Voting Card/Driver's License/ Passport/ Ration Card/Rent Agreement)
- Copy of PAN card
- Copy of AADHAR card
- Fitness Certificate from MBBS Doctor

After accepting this Offer, you shall be obliged to join the Company on or before the Joining Date, after completing the appropriate exit process at your present employer. You also hereby accept and understand that your not joining the Company, after formally accepting this Offer, shall cause the Company material harm and damages, The Company reserves the right to consider any extension to the Joining Date at its sole discretion.

Prior to the Joining Date, you are also expected to successfully complete a **3-hour training and familiarization session** on the LEAF brand, technology, processes and culture. Our Human Resources team shall coordinate this with you to suit your convenience.

Ankita, we look forward to a long and fruitful association with you and wish you all the best!

Yours Sincerely,
for **Brick Eagle Affordable Housing Finance Limited**



Chaitainya Kampani
Deputy CEO

I have understood all the terms and conditions of the Offer and hereby accept the Offer.

Ankita Gupta
Date of Acceptance of Offer:
Committed Joining Date:

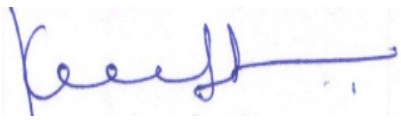
Annexure 1:

Detailed break-up of Remuneration

	Annual	Monthly
Basic	1,60,332	13,361
Performance Pay	32,066	2,672
HRA	16,033	1,336
Medical	-	-
Allowances	3,094	258
PF	21,600	1,800
ESIC	6,875	573
Total CTC	2,40,000	20,000
PF - Employee	21,600	1,800
PF - Employer	21,600	1,800
ESIC - Employee	6,875	573
ESIC - Employer	1,719	143
PT	2,400	200
LWF	72	6
Net In hand	**1,85,735**	**15,478**

- The information mentioned above is strictly confidential and must not be disclosed.
- Appropriate deduction for Income Tax, Profession Tax, Employee contribution towards statutes such as PF, ESIC, LWF (as applicable) would be made as and when necessary.
- Tax exemptions/deductions shall be based on the tax laws as enforced by the respective statutes from time to time.
- You shall be responsible to provide the necessary supporting details in order to reach at correct TDS computation. Based only on the information (received in writing), the Company will deduct appropriate amount as TDS from your monthly salary and remit to the concerned authorities.
- The necessary supporting documents are required to be submitted on or before 31 December of every year. The further TDS computation shall be revised on the actual supporting received.
- Tax exemptions for HRA and Business Attire Reimbursement can be claimed only against submission of original bills/receipts/tax invoices

for Brick Eagle Affordable Housing Finance Limited



Chaitainya Kampani
Deputy Chief Executive Officer

I agree and accept.

Ankita Gupta
DATE:

DST WORLDWIDE SERVICES INDIA PRIVATE LIMITED

5TH FLOOR, BLOCK B, Q CITY, SURVEY # 109,110,111/2 NANANKRAMGUDA VILLAGE, SERILINGAMPALLY MANDAL,, GACHIBOWLI, R R DIST., HYDERABAD, PIN-500032

PAYSLIP FOR THE MONTH OF SEP-2022

PF NO/UAN	: AP/HY/42742/17297/ 101231087003	**Emp Id.**	: 229195
Date of Joining	: 06-JUL-2020	**Emp Name**	: NANTHINI SUBBIAH
PAN	: BCRPN8962J	**ESI No.**	:
Grade/Designation	: S2 / SENIOR ASSOCIATE- FINANCIAL SERVICES OPERATIONS	**Pay days**	: 30.0 **Loss of pay :** 0.0
Department	: UK-BPO	**Adj Days**	: 0.0

Component	Basic	HRA	Conv Allw	Educ Allw	Food Allw	Hot Skills	Special Pay
Master Rate	10,491	5,246					11,238

EARNINGS	CURRENT	YTD	DEDUCTIONS	CURRENT	YTD
Basic	10,491.00	62,946.00	Pf - Employees Cont.	1,800.00	10,800.00
House Rent Allowance	5,246.00	31,476.00	Profession Tax	200.00	1,200.00
Additional Transport Allo	3,000.00	18,000.00	Labour Welfare Fund	0.00	12.00
Special Allowance	11,238.00	67,428.00			
Over Time Payments	7,091.00	48,497.00			
Miscl. Earnings	0.00	3,000.00			
Performance Award	1,000.00	4,500.00			
Bonus	0.00	9,000.00			
Total Earnings	**38,066.00**	**244,847.00**	**Total Deductions**	**2,000.00**	**12,012.00**

Credited to HDFC BANK LTD A/C NO : 50100227860816 **Net Payable (Rs.) : 36,066.00**

In words : Rupees Thirty Six Thousand Sixty Six Only

Reimbursement Status

Reimbursement	Eligibility	Claims Submitted	Exempted Amount	Taxable Amount	Balance to be claimed

Loans/Advances

Description	Payment Month	Amount	Recovery Installments	Amount Recovered	Balance

Investments/Savings

Description	Declared	Submitted	Description	Declared	Submitted
			Rent Period	Declared	Submitted

UNIVERSITY OF MUMBAI

Institute of Distance and Open Learning

Dr. Shankar Dayal Sharma Bhavan,

Vidyanagari, Santacruz (east), Mumbai-400098

Application for Transference Certificate from the last attended College / University Department

College Code : 279

From :

Shri / Smt. /Kum.	VISHWAKARMA (Surname)	KAVITA (Own Name)	KRISHNA (Father's/Husband's Name)	PRAMILA (Mother's Name)

Residential address of the student: **Room no. 21, Masarani Lane, Halav pool , 0, Kurla, Mumbai Suburban, Mumbai, Maharashtra**
Pincode: **400070** Contact no. **8850171514**

To,

The principal / Head of the University Dept

(Full Name and Address of the last attended College / University Dept.): **GURU NANAK COLLEGE OF ARTS SCIENCE AND COMMERCE , NA**

Sir / Madam,

I am to state that I have taken provisional admission at the **MA-MA - PART I** class in Institute of Distance and Open Learning of the University of Mumbai on the basis of the No Objection Certificate dated Issued to me by the College / University Dept.

I attended the **Bachelors in Commerce** Class (Roll No. NA) during the First Second Terms of the Academic year **NA** at your College and (passed/failed) was awarded A.T.K.T.) at the examination held by the University Dept. / College in **May 2018** Examination (Seat No. 3251174)

My Date of Birth is 19/11/1997

I am enclosing the attested Xerox copy of the mark-sheets of the above mentioned examination/s.

I am to request to sent my **Transference Certificate directly to the Director, Institute of Distance and Open Learning, University of Mumbai, Vidyanagari, Santacruz (East), Mumbai – 400 098 at the earliest.**

Thanking You

Verified by

Yours obediently

Received
Kavita
(Student's Signature)

3/01/19

Date:

I/C DIRECTOR
INSTITUTE OF DISTANCE AND OPEN LEARNING (IDOL)
UNIVERSITY OF MUMBAI
DR. SHANKAR DAYAL SHARMA BHAVAN,
VIDYANAGARI, KALINA,
SANTACRUZ (E), MUMBAI-400 098

INSTITUTE OF DISTANCE & OPEN LEARNING
University of Mumbai
Vidyanagari, Mumbai 98

Document printed on **Fri Oct 19 2018 23:59:56 GMT+0530 (India Standard Time)**

AVLOCK
INDIA

Avlock International India Pvt.Ltd.
Plot No. A165/166, Road No. 27,
Wagle Industrial Estate,
Thane : 400 604, MH. India.

Tel : +91 - 22 - 25872300
Fax : +91 - 22 - 66345622
Email : info@avlock.co.in
Website : www.avlock.co.in

July 11, 2022

Mr. Mahesh Fadale
Thane.

PRIVATE AND CONFIDENTIAL

Dear Mahesh Fadale,

RE: LETTER OF APPOINTMENT

We have pleasure in confirming your appointment as **"Executive – Warehouse and logistics" in Warehouse & Logistics - Department** and will be based at Thane with effect from July 11, 2022.

The terms and conditions of your employment with our Company are detailed herein, in addition, also please find attached herewith "Restraint & Confidentiality undertaking" & "Duties & Obligation" for Sales, Service & Sales admin personnel. Please read through these, and confirm your acceptance by affixing your initials on the bottom right hand corner of each page. The last page should be signed in full. Standard probation period is 6 months.

Please return the copy duly signed to us without delay and retain the attached copy for your record.

You are also subjected to the terms of the Company policies and procedures which also form part of your terms of appointment and are referred to elsewhere in this letter.

This also confirms that during your tenure of employment you are expected to comply with all our company policies and procedures. Some of these are referred to elsewhere in this letter.

We would like to take this opportunity to congratulate you in your new portfolio and we look forward to a mutually rewarding association.

Effective Leadership and Shared Vision

- We must communicate openly and sincerely at all levels in the company.
- We must ask ourselves what is the right for our Company and its respective Divisions right now and implement these actions.
- We must develop action plans which include quantifiable objectives for each of our areas of responsibility.
- We must take responsibility for our decisions and be accountable for our actions.
- We must allocate resources to opportunities rather than problems.
- We need to diversify our revenue streams.
- Everything we do either directly or indirectly should be focused on improving and enhancing our service to our customers.

CIN : U29253MH2014PTC253393 | An ISO 9001-2015 Certified Company | GSTIN : 27AAMCA4234B1Z0

Registered Office : Ramon House, 6th Floor, 169, Backbay Reclamation, Mumbai - 400 020, MH. India.

Core Values

- **Integrity**

  This requires that we are honest, trustworthy, truthful, consistent and open in all our Conduct and decisions.

- **Accountability**

  This requires that we are prepared to make commitments, to be assessed against our commitments, and to be held responsible for our actions.

- **Performance beyond expectation**

  This requires our obligation to the entire organization and to strive to exceed the limits of our capability as individuals and as a group.

- **Respect**

  This requires that it is incumbent upon us to recognize the inherent worth of every human being and to treat all people accordingly.

- **People Centered**

  This requires that we invest in our people and create an empowering environment through development, support, mentoring, coaching, recognition and reward.

1. **REMUNERATION:** As per discussion held during interview and to be kept as strictly confidential, all aspects with respect to remuneration are solely at Management discretion

PROBATIONARY PERIOD

The employee shall serve a probationary period of six months as from the commencement date of his/her employment, during which period the company will assess the employee's suitability for continued employment and, in particular, the employee's ability and competence to perform the duties assigned to him/her. During the probationary period the company shall, if appropriate, give the employee whatever evaluation, instruction, training, guidance or counseling the employee may reasonably require in order to render satisfactory service. Should the employee's work performance be found unsatisfactory during the probationary period, the company shall have the right to dismiss the employee, provided such dismissal is preceded by an opportunity for the employee to state his/her case in response to the company allegations and to be assisted for that purpose by a fellow employee or shop steward. In the event that either party wishes to terminate the employment relationship during the probation period then please refer to point 12.1 - 2.

You will have to execute a personal bond, confirming your continuance in employment for a minimum period of 2 year. There will be a monthly deduction of 5% from the CTC for a period of 24 months as a refundable security deposit and you can withdraw this amount in the 25th month. In case you leave the organization before 24 months are over, the amount of security deposit would be forfeited.

Bonuses:

Bonuses are paid entirely at Management's discretion and with due regard to the Company's performance and your own individual performance

1.1 Pay Dates

You will be paid on or around the 5th of succeeding month, unless the date falls on a weekend or public holiday, in which case you will be paid on the succeeding working day

1.2 Increases

Individual rates of remuneration are reviewed on an annual basis. Such reviews, which are at Management discretion, are usually implemented during July-Aug of each year. Interim increases are not common practice, and are only granted, on an individual basis, under exceptional circumstances

2. HOURS OF WORK AND OVERTIME:

2.1 Your hours of work will be as follows:

Monday to Saturday: **9.30 to 18.00.**

All Sunday weekly off.

A half hour lunch break is provided daily between **13h00 and 13h30.**

By virtue of your position, you are not entitled to extra payment for overtime work, but you may be called upon to work beyond your normal hours in exceptional circumstances.

3. DUTIES AND RESPONSIBILITIES

3.1 You will report directly to Pritam Shigvan at Thane.

3.2 Your designation is: **"Executive – Warehouse and logistics " in Warehouse & Logistics Department**

3.3 All material produced (software, graphical work etc.) created while under employment with Avlock is deemed to be sole property of the Organization. You are not to disclose, solicit or pass on any information/work produced that you may have had access to during your tenure with us

3.4 As part of your employment, you will acquire or develop confidential and proprietary information concerning the Company and its dealings with it's customers and employees and you also will develop relationships of special trust and confidence with the Company's customers and employees (collectively, "Confidential Matter"). You agree that such Confidential Matter is for the Company's exclusive benefit and that both during your employment and at all times thereafter, you will not directly or indirectly use or disclose

any Confidential Matter except for the sole benefit and with the consent of the Company. Upon the conclusion of your employment, you will promptly return all

documents and information (including computer generated or stored matters) concerning the Company or its customers and employees

3.5 Whilst you are in employment with us you are strictly forbidden from soliciting or promoting business of your Company's competitors, either directly or otherwise. For violation of this clause you will be forthwith discharged from Company's services without notice and your regular dues will be forfeited

4. ANNUAL LEAVES :

You will be entitled to Causal/ Privilege Leave as per company's rules, as applicable as below.

	PL	CL
Quantum	3 weeks p.a. Minimum 1 week & Maximum 3 weeks p.a. • the employee has to avail compulsory 1 week of PL at a time in a year and if any employee does not avail then 1 week will lapse at the end of the year • 6 days additional leave from PL, which can be availed as per CL. (i.e. minimum 0.5 day and maximum 4 days)	6 working days p.a. Minimum 0.5 Day & Maximum 4 working days on the trot. 4 days CL cannot be clubbed with any holidays or PL, such that it becomes 7 consecutive days of leave
Eligibility	On completion of 1 year of continuous service	On completion of 6 months of service
Accrual	At the end of the year	At the beginning of the year
Extent of Accumulation	Maximum 14 days of PL of the year will be accumulated and carried forward to the next year. Maximum of ten weeks only	Lapses at the end of the year
Frequency	Not more than 3 times a year	As the need be

4.1 Annual leave shall be granted at a mutually convenient time.

4.2 All Leave entitlements will be calculated according to the calendar year i.e. January to December

4.3 CL cannot be prefixed and suffixed to Sundays or holidays. For e.g. If leave is availed on a Monday, Saturday and Sunday being an off day followed by Tuesday which again is a holiday, then in such a situation one extra day will be treated as CL. PL cannot be clubbed with CL, 11 LWP would mean lapsing of 1-day leave.

COMPETITIVE OR PART-TIME EMPLOYMENT, OUTSIDE VENTURES AND PUBLIC OFFICE

4.4 You undertake not to engage in any competitive or part-time employment or outside business venture, whether or not in competition with the company, nor divulge the trade secrets or any other information related to the organization, without the prior written consent of the company management

4.5 You undertake not to accept nomination or election to any public office without the express written consent of the company management.

5. FREEDOM OF ASSOCIATION

The company endorses the principle of freedom of association.

6. EQUAL OPPORTUNITY

The Company endorses the principle of Equal Opportunity and strives to operate as such.

7. FELLOW EMPLOYEES

You undertake to respect the rights and dignity of all fellow employees, and to refrain from any derogatory, abusive or offensive language or behavior.

8. POLICIES AND PROCEDURES

8.1 You will be subject to all the Company's policies and procedures, including the disciplinary and grievance procedures as determined from time to time,, whether you are on Probation period or thereafter.

8.2 A copy of the Company's policies and procedures may be viewed on request to your immediate superior.

8.3 You will be expected to adhere to the Company's Code of Ethics.

9. CONFIDENTIALITY AND COPYRIGHT (Refer to the attached "Addendum: Restraint and confidentiality undertaking)

9.1 You undertake not to disclose any information of a confidential nature concerning the company, its finances, business methods, products, trade secrets, inventions, processes or other affairs which you may acquire by virtue of your employment by the Company, or in the exercise of your duties, to any third party, unless required to do so by law. You may also not utilize such information for your own profit or benefit outside the context of your employment by the company.

9.2 You will be required to cede, assign and make over to the Company all inventions, copyrights and patents pertaining to all works eligible for use, copyright or patent, which you may make whilst employed by the Company, and arising in terms of the course and scope of your employment with the Company.

10. DURATION

The terms and conditions in this document as amended from time to time shall remain in force for as long as you remain in the employment of the Company, or any other company, business, or undertaking which may, from time to time, form part of Avlock International.

11. BREACH OF CONTRACT

Failure to comply with, or adhere to, any of the terms and conditions contained in this document, whether express or implied, or any breach of such terms and conditions, will result in appropriate disciplinary action being taken

12. TERMINATION OF SERVICES

12.1 Written notice, as specified below, shall be required, should either party wish to terminate this contract for any reason other than those referred to in 12.5.

12.2 The notice period shall be as follows:
During probationary period, the notice period on either side will be 15 days. However, if you leave the organization within the probationary period, then the no bonus will be payable; if you leave the organization after 6 months of joining & serve a notice period of minimum 2 months then the pro-rata bonus amount will be payable, if not, no bonus will be payable

12.4. After the Probationary period of 6 months or extended by whatever months the management decides, your notice period will be two months notice and this may be given at the first of the month.

12.5 No notice period shall be required in any instance, which is deemed common law as sufficient to warrant summary dismissal.

13. AMENDMENTS AND EXTENSIONS

The Company reserves the right to alter, amend or extend its conditions of employment from time to time, provided that such changes shall not be unreasonable or in conflict with any relevant legislation.

Please note that the contents of this document are highly confidential and are for your eyes only. Ensure that this document is kept in a safe place.

Yours faithfully

Nishant B. Bagwe

AVLOCK INTERNATIONAL INDIA PVT. LTD.

Nishant Bagwe
Country Manager

I confirm that I have read and understood the terms of this letter of appointment, and that I consider them to be binding upon me. I have read and understood the company's policies and procedures.

NAME: MAHESH. S. FADALE

SIGNED: _____

DATE: 22/08/2022

Vidhi Specialty Food Ingredients Ltd.
Formally Known As "Vidhi Dyestuffs Mfg. Ltd.
Office : E/27, 28 & 29, Commerce
Centre, 78, Tardeo, Road,
Mumbai – 400034, India. Tel : 61406666
Factory : Plot No. 59B/68, MIDC Dhatav,
Dist : Raigad, Mah – 402116, India.
Email : vdml@vsnl.com, mitesh.manek@vidhifoodcolour.com
Website: www.vidhifoodcolour.com

Date: 6th July 2020

To,
Mr. Vivek Vasant Neilaj

Sub: Fixed Term Contract

Dear Vivek Vasant Neilaj,

This has reference to the discussion undersigned had with you and in regards to the same we are pleased to appoint you as a Trainee Jr. Executive (R&D Lab) for a fixed period of **1** year on the following terms and condition to carry out certain jobs relating to the R&D Lab.

This contract will be for a period of one year w.e.f. 7th July 2020 to 6th July 2021. It is explicitly understood and agreed that this contract is purely a fixed term contract for the fixed period as mentioned above.

Your main responsibilities are as follows: All R&D Lab Related activities.

You will carry out the jobs assigned to you from time to time. The jobs assigned to you and carried out by you will be periodically reviewed.

For carrying the assigned jobs satisfactorily and as per the requirements, you will be paid Rs. 15000/- as service charges per month. The necessary statutory deductions will be made.

If for any reason, the jobs/ work is curtailed for any reason or if you do not perform the jobs satisfactorily, this contract will be liable to be terminated before the expiry of the above referred period.

After the expiry of your fixed term contract period, the contract will automatically stand terminated and separate letter will be issued based on your performance.

During the period of contract, if your conduct and/ or overall performance is found to be unsatisfactory, this contract will be liable to be terminated without any notice or notice charges, in lieu of that. In the normal circumstance, either party can terminate this contract by giving one month's notice.

Contd on page 2

Vidhi Specialty Food Ingredients Ltd.
Formally Known As "Vidhi Dyestuffs Mfg. Ltd.
Office : E/27, 28 & 29, Commerce
Centre, 78, Tardeo, Road,
Mumbai – 400034, India. Tel : 61406666
Factory : Plot No. 59B/68, MIDC Dhatav,
Dist : Raigad, Mah – 402116, India.
Email : vdml@vsnl.com, mitesh.manek@vidhifoodcolour.com
Website: www.vidhifoodcolour.com

If the above terms and conditions are acceptable to you, please sign and return to us the duplicate copy of this letter, in token of your acceptance.

For M/s Vidhi Specialty Food Ingredients Ltd.



Authorized Signatory

I Accept

Sign.
(Mr. Vivek Vasant Neilaj)

Date: April 13, 2022

Mr. Gaurav Pramod Singh

Skillate ID : 3949362

Flat no. R3-301
Kalpvriksha society,
Hedutane,
Panvel, Navi Mumbai
Maharashtra, 410208

Offer Letter

Dear **Gaurav,**

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Senior Analyst** and your initial place of posting will be **Mumbai.**
2. Your office address will be eClerx Services Limited, Building # 11, 4th, 5th & 6th Floor, K Raheja Mindspace, Plot #3, TTC Industrial Area, Thane Belapur Road, Airoli, Navi Mumbai – 400 708, Mahashtra, India.
3. You will be required to work for five days a week and have two days of leave at any time during the week Your weekly leaves as well as your shift timings will be conveyed to you by your manager, basis the roster for the program / process you are assigned to.
4. Your date of commencement of employment will be on or before **June 14, 2022 .**
5. Your Cost to the Company will be **INR 417,564** (As per the enclosed Annexure).
6. Deductions applicable: PF / Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 700** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with 60 Days' notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.
13. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the

employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.

15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:
    You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.

    a. Four passport size color photographs.
    b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
    c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
    d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
    e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
    f. One photocopy of passport / driving license etc. for photo ID.
    g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
    h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.

16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.
17. Clauses:

    - Your offer of employment will not be valid if you are unable to provide a resignation acceptance / relieving letter of your current employment on or before your date of joining.

You will be required to report on the said date, or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.

Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services

Gaurav Singh



Andrews Simon
Associate Principal – Human Resources

Annexure I

Name: Gaurav Singh
Designation: Senior Analyst
Date of Joining: June 14, 2022

SALARY OFFER BREAK-UP	Amount (INR)	Annual Amount(INR)
Basic Pay	16,110	193,320
House Rent Allowance	8,055	96,660
Leave Travel Allowance	1,343	16,116
Other Allowance	2,111	25,332
Bonus	2,800	33,600
Monthly Fixed Compensation	**30,419**	**365,028**
Retiral Fund	1,800	21,600
Monthly Total Compensation	**32,219**	**386,628**
Annual Total Compensation		**386,628**
Performance Bonus	2,578	30,936
Cost To Company	-	**417,564**
Gratuity	-	9,299
Total Cost To Company	-	**426,863**

- **Since you are enrolled under the Employees'' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer''s contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation.**

Other Benefits:

1. You are eligible for reimbursement of expenses incurred towards fuel up to a limit of INR 1,800 per month for a car up to 1600 CC engine or INR 2,400 for a more than 1600CC engine and driver salary of INR 900 per month. This reimbursement is part of other allowance mentioned in the above table.
2. Tax benefit on LTA can be availed by submitting the flight or train tickets, depending on the mode of travel during your leave period which should exceed three days in a stretch. To avail 100% tax benefit on LTA, one can claim LTA twice in window period of four years.
3. You will be entitled to earned leaves equivalent to 24 working days per year. From the total leave balance, a maximum of 12 leaves will be carry forward to next financial year and any further leave balance, after the carry forward, will lapse. The leave policy shall be guided leave policy of the company.
4. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
5. Additional tax benefits can be availed by subscribing to Provident Fund, National Pension Scheme and Sodexo Coupons.
6. A comprehensive Hospitalization Benefit will be available for you and your family, including pre-existing disease cover. The limit of coverage is INR.2,00,000
7. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company’s policy.
8. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
9. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.
10. You will be eligible for a one time joining bonus of INR 50000 post completion of two month in the company. In the event of your leaving the service of the company for any reason what so ever before 18 Months from the DOJ you shall be liable to pay to the company, the entire joining bonus amount.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Manjiree Badve (8082347490) or Preet Chug (8879473070).

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, for Customer Operations and for APM+ contact, Manjiree Badve (8082347490) or Preet Chug (8879473070).

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal– Human Resources

Accepted by: _____
Date:_____

BTS/APPOINTMENT/HR/2020-21/39 **13th Apr 2020**

To,

Mr. Saurabh Brajendra Panda

SUB: OFFER LETTER FOR THE POST OF SR. AR CALLER

Dear Saurabh,

Please refer to the interview conducted on **03rd Apr 2020**. Pursuant to your Performance in the same we are pleased to offer you a position of **SR. AR CALLER** in our organization.

Please report at our Beta Teleservices on Wednesday, **15th Apr 2020** at 09:30 AM along with following documents: -

1. Educational Certificates 10th Onwards.
2. Pan Card and Address Proof.
3. Bank statement or a leaf of cancelled cheque.
4. Voter ID and Aadhar Card.
5. Three copies of PP size latest photograph.
6. Fitness Certificate

This letter stands valid for one week from the date of issue, kindly acknowledge the same and send back to us as a token of acceptance.

Thanking you,

For Beta Teleservices Private Limited.



Abhishek Joshi
Head (HR)

Encl.: Annexure — 1

1.Remuneration: Please refer to attached Annexure 1 for detailed remuneration.

2. Job Responsibilities: As Assigned by SR. AR Caller.

3. Probationary Period:

I. You will be put on probation for a period of three months from the date of joining. On satisfactory completion of probationary period, you will be confirmed in the service of the Company. If your work and conduct during the probationary period is not found satisfactory, the period of probation may be extended at the discretion of the management.

II. Unless an order in writing confirming you on the post is passed expressly, you will not be deemed to have been confirmed even though your probationary period may have expired.

III. During probation period, you can avail 2 Casual leaves on prior approval from your reporting senior and 3 sick leaves.

IV. Other applicable benefits & perks will be applicable after confirmation of your services.

4. Medical Fitness: The continuation of your service is subject to your being found and remaining medically/physically & mentally fit.

5. Obligations:

a. The Company will expect you to work in any department in which you are placed with a high standard of initiative, efficiency and economy.

b. You will not seek membership of any local or public body without first obtaining specific permission from the management.

c. You will not give out to any one, by word of mouth or otherwise, particulars or details of our manufacturing process, technical know-how, administrative and organizational matters of a confidential or secret nature which may be your personal privilege to know by virtue of your being our employee.

d. During your employment, you will be governed by the rules and regulations of the company that may be enforced, and which may be amended, altered on extended

from time to time and your acceptance of this offer of appointment carries with it your agreement to abide by all such rules and regulations.

e. You will not seek employment or associate in business, in any matter, with our competitors, clients, associates or principles, either in India or aboard for a period of two years from the date of your ceasing to be in employment.

7. Termination:-

During the probationary period, if the management is not satisfied with your work, conduct and performance, your services will be liable to termination without Notice.

After confirmation, the management reserves the rights in its sole discretion of terminating your services after giving you notice for one month or pay in lieu thereof.

8. Notice Period:-

During probationary period, notice period will be one month and after confirmation of services it will be three months. If you desire to quit from the organization, you shall submit a copy of resignation in advance as per your employment period. However, in case any disciplinary proceedings are either contemplated or pending against you, the company have the right not to accept your resignation.

9. Retirement:-

You will automatically retire from the service of the Company on attaining the superannuating age of 58 years. You will be expected to provide acceptable evidence of your date of birth at the time of joining the company.

For Beta Teleservices Private Limited



Abhishek Joshi
Head (HR)

Beta Teleservices Private Limited		
PROPOSED SALARY AND PERK STRUCTURE		
ANNEXURE-1		
A. NAME	Saurabh Brajendra Panda	
B. JOINING DATE	15th Apr 2020	
C. DESIGNATION	SR. AR Caller	
D. LOCATION	Surat, Gujarat.	
E. TOTAL CTC Per Annually	304900	
Particulars	Monthly	Yearly
1. SALARY (Basic)	13456	161472
2. H.R.A.(House Rent Allowance)	6289	75468
3. Conveyance Allowance	2160	25920
4. Medical Allowance	1795	21540
5. Special Allowance	1500	18000
Sub Total (1)	25200	302400
1. Deduction		
I) Professional TAX	200	2500
Sub Total (2)	200	2500
GRAND TOTAL (1+2)	25400	304900
Beta Teleservices Private Limited Abhishek Joshi Head (HR)		

Note:

1. Taxes & Order Statutory deductions, if any will be borne by the employee.

2. You can avail the company's facility of Group health insurance policy subject to payment of equivalent amount as shown above.

Letter of Appointment

22 April 2022

To,
Mr. Laxmi Bhimaram Kumhavat
Room NO. 27, Anand Nagar, Salt Pan road, Wadala, Mumbai. Maharashtra.,

Emp Code: D1201
Dear Laxmi Bhimaram Kumhavat

Sub: Appointment as Tele Caller

We have pleasure in appointing you as a "**Tele Caller"** in **Ditya Finance Pvt Ltd (operating under the brand name of mcapital)** ("**Company**") on the following terms and conditions, to be read along with the Code of Conduct Policy detailed in the Employee Policy Manual and the rules and regulations formulated from time to time by the Company.

1. Appointment

1.1 Your appointment as an employee of the Company shall be effective from **1 April 2022.** You are required to report to **Mumbai.** The Company may change your place of work, in its absolute discretion, to another location at which the Company maintains premises, including offices of the Company's affiliates and associates.

1.2 During the continuance of your employment with the Company, you agree and undertake to

1.2.1 use your best endeavours to develop and improve the current business of the Company, extend such business and produce new business and to protect and further the interests of the Company;

1.2.2 perform such duties and exercise such powers in connection with the business of the Company, as may from time to time be delegated to you; and

1.2.3 Conform to and comply with the lawful directions and instructions made or given to you by or on behalf of the Company.

1.2.4 Having no objection to the Company carrying out routine background checks which includes but not limited to criminal court checks, previous employment background check, CIBIL rating reports and other such activities.

2. Probationary Period

2.1 You will be on probation ('probationary employee') for a period of six (6) months from the date of your appointment and during the probationary period if your performance is not found satisfactory, your appointment may be terminated by the Company by providing Notice of Termination or salary payment in lieu of Notice of Termination as per the table given below. If you are to terminate the employment services, you are to provide the requisite Notice of Termination as per the given table below.

	0 – 3 months' probation	3 – 6 months' probation	Post Confirmation
mcapital	7 days' notice by Employee/ Company	1 month notice by Employee; 15 days' notice by Company	As per grade. Refer to table in Clause 12.3

2.2 If your work and conduct are found suitable for the post in which you are appointed, you will be confirmed in the services of the Company. The confirmation will take effect only upon issuance of a formal letter of confirmation addressed by the Company to you.

2.3 The probation may however, be extended by the Company in its absolute discretion. If your work and conduct are found suitable for the post in which you are appointed, you will be confirmed in the services of the Company. The confirmation will take effect only upon issuance of a written order by the board of the Company and by a formal letter of confirmation addressed by the Company to you.

3 Remuneration

3.1 You shall be paid an all-inclusive remuneration package (**Cost to Company/ CTC)** of **Rs 251784/(Two Lakh Fifty One Thousand Seven hundred and Eighty Four rupees only)-** per annum, subject to statutory deductions. Details of your CTC are given in the attached Annexure B.

3.2 Salary payout for sales & operations employees will be calculated on the Company's monthly productivity based attendance system. Your attendance days in the month will be calculated on your monthly productivity recorded vis-à-vis targets or deliverables set against your role. If you are in a team leader or in a supervisory role, your attendance days will be calculated on your team's productivity and targets and deliverables set against your role

3.3 Gratuity amount will be paid to employees in accordance to The Gratuity Act, 1961.

3.4 It is a condition of your employment that you do not disclose your salary to other employees. Any breach of this provision may result in disciplinary action.

3.5 Your salary will be paid to you on monthly basis on or before 7th day of the month immediately following the month for which it is due, subject to any tax or other deduction provided or permitted by law in force from time to time, such as the employee's share of provident fund contributions, as well as such other sums as may be agreed with you from time to time.

3.6 The Company may during your employment and on its termination as specified in the Termination Clause 12, deduct from the your salary any amounts that you may owe to the Company including, but not limited to, outstanding loans, advances, excess holiday and overpayments of salary, recovery of commission and insurance excesses, except for amounts the Company is by law not entitled to set-off. You agree to make any payment to the Company of any sums owed by you to the Company upon demand by the Company at any time and that any such sums will be recoverable by the Company as a debt. This sub-clause is without prejudice to the right of the Company to recover any sums or balance of the sums owed by you to the Company under the applicable laws.

4. Days and hours of Work

4.1 The normal working days will be 6 days a week and 9 hours per day, but you may be expected to work for more time as and when the business of the Company so demands. Second and fourth Saturdays are weekly offs for employees who belong to 'Office' group/ category. You may take a 30 minute lunch break with two 15 minute tea breaks in the course of your workday. Your duties may require you to engage in travel on behalf of the Company including travel outside India. As a consequence, you must work any additional hours as required. The salary payable to you hereunder is adequate compensation in case you are required to work for any additional hours in office or while traveling and hence, you shall not be entitled to any additional payment in this regard.

4.2 Your employment in the Company shall be subject to the Company's policy and practices in relation to conduct, discipline and other matters.

5. Performance, Sales targets & Increment in performance

5.1 Your salary will be reviewed annually on the basis of the performance management norms of the Company and your performance in a given assessment period. Your salary will not necessarily be increased and it will be paid in satisfaction of all services rendered by you as per your roles and duties and as deemed fit by the Management.

5.2 Every Department / function has been assigned performance targets or Key Result Areas. During COVID-19, all employees are expected to abide and follow the 'Work from Home' performance target policy.

6. Leave and Attendance

6.1 In addition to the holidays declared by the Company, you shall be entitled to the Leave with Pay ie Privilege Leave and Casual Leave as per the Company Leave Policy.

6.2 In the first year of service, leave with pay will always be calculated on a pro-rated basis as per the Company Leave policy.

6.3 During the probation period, you will not be entitled to any leave in the first 3 months. Post 3 months, you may avail of CL after written approval from your Reporting Manager.

6.4 Any authorized absence from work / not reporting to work/ reporting late to work (more than 1 hour from start time) may be considered and treated as leave without pay.

6.5 You shall inform the concerned Reporting Officer/ Manager in writing, reasonably in advance, of your intention of taking your privilege leave and you shall obtain his/her prior approval in writing before proceeding for your leave.

6.6 Under all circumstances, you may only proceed on Approved Leave only with written approval from your Reporting Manager and or HOD (Head of Department).

6.7 Casual Leave applications cannot be clubbed with Privilege Leave.

6.8 Illness / Unable to attend to work due to ill-health

a. If you are unable to attend work due to illness or injury you must inform the concerned reporting officer by telephone of the illness or injury by 10:00 a.m. on the first working day of such absence and then on each subsequent day of absence.
b. You are required upon request or as set out in the Employee Policy Manual as may be in place from time to time to provide a medical certificate from a registered medical practitioner confirming the illness or injury and stating its probable duration.
c. In case of any illness exceeding the stated probable duration, you will provide a further medical certificate from a registered medical practitioner within three (3) days after the expiry of the previous medical certificate.

7. **Retirement**

7.1 The retirement age is 58 years unless the Company specifically requires you in writing, to continue in employment beyond this age in its absolute discretion.

8. **Conflict of Interest**

8.1 You warrant that:

8.1.1 you have not entered into any other agreement or arrangement which may be in conflict with the terms and conditions of your employment with the Company, or which would preclude you from fully performing your job responsibilities for the Company; and

8.1.2 your performance of your duties for the Company does not and will not breach any obligation wherein you have to keep in confidence any proprietary information; knowledge or data acquired by you in confidence or in trust prior to your employment by the Company; and you will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.

8.1.3 When you accept your position at the Company, you undertake to be free from any previous employment or engagement.

8.1.4 Your position requires whole-time employment with the Company and you shall devote yourself exclusively to the business of the Company. You shall not take up any other work (part time or otherwise) or work in an advisory capacity, or be engaged, concerned or interested directly or in any other trade or business during your employment with the Company. You shall not seek membership of any local or public bodies without first obtaining specific written permission from the Company. During the term of your employment and for a period of one (1) year thereafter, you shall not directly or indirectly be engaged in or be concerned or interested in any business, affairs or activities of any person, firm, concern, body corporate whether incorporated or not, undertaking or company which is in any way directly or indirectly in competition with or in opposition to any business for the time being carried on by the Company. During the term of your employment and for a period of one (1) year thereafter, you will not solicit or entice away or endeavour to solicit or entice away from the Company or its affiliates any director, senior executive, buyer, customer or salesman employed or otherwise engaged by the Company as on the termination date, whether or not that person would commit any breach of his contract with Company or its affiliates. The remuneration payable to you as stated in this Letter of Appointment shall be deemed to include valuable consideration in respect of the non-competition covenant and undertaking given by you hereinabove in this Letter of Appointment and you hereby acknowledge and admit the adequacy and sufficiency of such consideration.

9 **Transfer**

9.1 The Company reserves its right to transfer you in the same capacity or such other capacity that the Company may determine to any other location, department, branch, establishment or place of business of the Company or any other group or affiliate company or entity of the Company in or outside India or to depute you to any of its client's premises. In such cases, you will have to comply with the terms and conditions of service prevailing at the new placement location.

9.2 Notwithstanding anything contained in this Letter of Appointment, your deputation or secondment with any of other entity by the Company shall not be deemed as transfer of your employment with such entity and you shall at all times remain an employee of the Company.

9.3 In the event, such transfer is not acceptable to you the Company may in its sole discretion terminate your employment in accordance with this Letter of Appointment. You shall not claim such dismissal as unfair in view of the alternate opportunity provided to you by the Company.

10 Confidential Information

10.1 The term "**Confidential Information**" shall deem to mean and include the following:

10.1.1 all information relating to the Company, developed, disclosed by the Company (whether in written, oral, graphic, electronic or other tangible or intangible form) to you during the course of your employment with the Company, including but not limited to, all technical, non-technical information, data, business operations information, selection process, ideas and creative works, research belonging to the Company (regardless of whether such information is protectable under copyright, patent or trademark and/or trade secret doctrine), or otherwise, and includes proprietary information;

10.1.2 all information relating to such matters which comes to your knowledge in the course of your employment with the Company and which by reason of its character and/or the manner of its coming to its knowledge, is evidently confidential (whether or not marked as confidential);

10.1.3 information obtained from the Company's lists of and/or database of contact names and details and/or potential client companies, and/or client companies and/or contractors and/or candidates;

10.1.4 all information obtained from the Company's internal list of employees' names, telephone numbers, performance records or details;

10.1.5 all information relating to business plans, marketing plans, terms of business of client companies and the terms of business of the Company, pricing and fee arrangements, and other financial information, including without limitation details of activities, businesses, business plans or finances of the Company;

10.1.6 data, program code, scripts, database definitions, site design and functionality, graphical design concepts and marketing concepts, training and development material;

10.1.7 any other information designated by the Company as confidential;

10.1.8 any information in relation to which the Company owes a duty of confidentiality to any third party.

10.2 You shall not, during or after the termination of your employment with the Company, without the consent of the Company disclose or divulge or make public any information regarding the Company including its affairs or administration or research carried out or business whether the same may be confined to you or become known to you in the course of your employment with the Company or otherwise.

10.3 You agree that the Confidential Information received by you during your employment with the Company is the property of the Company. You agree and undertake to return all such property (whether in written, electronic or other form) to the Company immediately on termination of your employment or at any time prior to that if the Company requests.

10.4 You shall, during your employment with the Company, use your best endeavours to prevent the unauthorised use or disclosure of any Confidential Information whether by any other officer, employee or agent of the Company or otherwise and shall be under an obligation to promptly report to the Company any such unauthorised use or disclosure which comes to your knowledge.

10.5 If required by the Company, you shall execute separate documents or agreements in relation to such matters, conferring such rights on the Company. You further agree to execute such further documents or agreements as required by the Company from time to time.

10.6 You hereby agree and undertake that all: (a) proprietary information; and (b) intellectual property rights and other rights anywhere in the world in connection with proprietary information, created, produced or developed by you, either jointly with others or alone: (A) in the course of your employment; (B) during your employment and relating to the actual or anticipated business or research or development of the Company, its affiliates and/or its clients; or (C) with the use of any Confidential Information or any of the Company's and or its affiliates' time, material or facilities, - is and will be the sole and exclusive property of the Company to the maximum extent permitted by applicable law. You hereby irrevocably and unconditionally assign to the Company, and waive in favour of the Company, without further consideration, on a royalty-free, exclusively, perpetually and on a world-wide basis, any and all intellectual property rights and other rights, title and interests that you have, may have or acquire in any of such proprietary information, inventions, Confidential Information and intellectual property rights.

10.7 You hereby agree and undertake that you shall not offer or promise to make any payment, in currency or property, (i) to any government official, political party or candidate for political office ("Government Official"), or (ii) to any third person, firm or entity that in turn will make a payment to any Government Official. You shall at all times perform all of your obligations in strict conformity with the Indian laws including Prevention of Corruption Act, 1988 and other anti-bribery, anti-corruption law or anti-money laundering laws and abide by the Ditya Anti-Corruption and Anti–Bribery Policy as detailed in the Ditya Employee Policy manual.

11 **Past Records**

11.1 This employment offer is contingent upon satisfactory reference checks, and confirmation of prior employment and education. The Company reserves the right to carry out reference checks and verification of your prior employment dates, positions, salary drawn and other compensation and benefits information. You may be required to sign a letter permitting the Company to obtain such information from your previous employers.

11.2 If any declaration given or information furnished by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, in such cases, your employment with the Company shall be liable to be terminated without any notice and without any compensation.

12 Termination

12.1 Immediate Termination - Notwithstanding anything herein contained, your employment may be terminated immediately by the Company at any time without notice or without payment in lieu thereof or without any compensation whatsoever, if, among other things:

12.1.1 you disobey a lawful direction of the Company;

12.1.2 fail or neglect to efficiently and diligently carry out your duties to the reasonable satisfaction of the Company;

12.1.3 you are found guilty of commission or omission of any act or any misconduct in the opinion of the Company;

12.1.4 you commit any serious or persistent breach or non-observance of the terms, conditions or stipulations contained in this Letter of Appointment, or are guilty of any negligence in connection with or affecting the business or affairs of the Company;

12.1.5 If you remain absent from work for a continuous period of three (3) days without prior approval of your superior, (including overstay of leave) surmounting to absconding from work.

12.1.6 you become bankrupt or have a receiving order made against you or make any general composition with your creditors or otherwise take advantage of any similar statute offering relief to insolvent debtors;

12.1.7 you breach your obligations set out in this Letter of Appointment;

12.1.8 you become addicted to or habitually under the influence of alcohol or drug (not being a drug prescribed for you by a medical practitioner for the treatment of a condition other than drug addiction);

12.1.9 you do not meet performance parameters after having been given opportunity to improve for a period of one (1) month from the date of notice to improve;

12.1.10 you engage in conduct that could bring you or the Company into disrepute; or

12.1.11 you are convicted of any criminal offence under the applicable laws.

12.2 Termination on health grounds - Without prejudice to the Clause 12.1 but notwithstanding any other provision of this Letter of Appointment, if you are unable to perform your duties properly by reason of illness or injury for a period or periods aggregating at least 30 days (30) days in any period of Three (3) consecutive calendar months (the "**Period of Incapacity**") then the Company may at any time terminate your services by providing you one (1) month written notice or basic salary plus salary allowances in lieu of on grounds that you are incapacitated to perform regular duties.

12.3 **Termination Notice for a Confirmed employee**:

12.3.1 Termination notice by the Employee – In the event of a resignation, you are required to serve notice period to the Company as per your grade as per the given table below, **unless specified and mentioned otherwise in Clause 2.1 of this Letter of Appointment or specified in your Letter of Confirmation or subsequent salary revision letter or any other letter issued by the Company**.

Grade	During Probation	Upon Confirmation	Termination of services
1 – 13	1 month notice or payment of 1 month Basic salary plus Allowances in lieu of termination notice	2 months' notice or payment of 2 months Basic salary plus Allowances in lieu of termination notice	Company to serve 1 month notice or payment of 1 month Basic Salary plus Allowances in lieu of termination notice
14+	1 month notice or payment of 1 month Basic Salary plus Allowances in lieu of termination notice	3 months' notice or payment of 3 months Basic Salary plus Allowances in lieu of termination notice	Company to serve 1 month notice or payment of 1 month Basic Salary plus Allowances in lieu of termination notice

12.3.2

12.3.3 Only the Management and or HOD has the right to waive part or whole period of Notice of Termination irrespective of which party ie the Employee or the Company has served notice period.

12.3.4 **Termination Notice by the Company** – The Company is to provide **one month notice of termination in writing or alternate, provide notice period compensation of an amount equal to one month's basic salary plus salary allowances.** Taxes or deductions will apply on payments made as per statutory rules and requirements.

12.3.5 Employees shall not be automatically entitled to pay salary in lieu of termination notice to the Company nor be allowed to automatically adjust their leave balance towards termination notice unless authorized by the HOD and or the Management in writing. You may be required to take any accrued holiday entitlement during notice period as directed by the HOD or the Management.

12.3.6 You acknowledge and agree that such notice (or payment in lieu thereof) by the Company is reasonable notice of termination and no other notice requirements express or implied shall apply.

12.4 Duties assigned during Termination - Upon the effective notice of termination of your employment by the Company or you, the Company shall have the right to relieve you from the performance of any and all duties of the position upon the continued payment of your salary and compensation, as then in effect, for the duration of the notice period. During such notice period, you may be required to not attend work, at the Company's absolute discretion. However, you will not take up any alternate employment until the expiration of such notice period.

12.5 In the event you resign prior to expiry two (2) years from the date of your joining the Company, then you shall be liable to pay to the Company any and all expenses incurred by the Company for the purpose of your relocation including but not limited any payments made in lieu of notice period to your previous employer, transportation, lodging, etc.

12.6 The termination of your employment howsoever arising shall not affect such of the terms hereof which operate or have effect thereafter and shall be without prejudice to any right of action already accrued to the Company in respect of any breach or default by you.

12.7 If your employment is terminated for any reason:

12.7.1 the Company may set-off amounts you owe the Company against any amounts the Company owes you at the date of termination except for amounts the Company is by law not entitled to set-off;

12.7.2 you must return all the Company's property to the Company on termination including any leased property, all written or machine readable material, card reader, software, laptop, mobiles, computers, credit cards, keys and vehicles, etc.; and

12.7.3 You will provide a certificate to the Company and/or its group company that you have complied with the terms and conditions of this Agreement and such other agreement as you may have executed with the Company.

13 Disciplinary Policies

13.1 You are subject to the Company's disciplinary policies. These policies are binding on you and will be updated from time to time. Please read the Company's Code of Conduct and revert to HR for any clarification.

13.2 In order to investigate a complaint of misconduct made against you and/or pending a disciplinary hearing, the Company shall be entitled to suspend you from your duties on full pay and with full entitlement to all other benefits to which you are entitled under this Letter of Appointment for so long as the Company shall consider necessary in order to facilitate a proper investigation of such complaint and during such period of suspension:-

13.2.1 The Company may require you to stay away from and have no contact with any premises, employees, officers, customers, clients, candidates, contractors, agents or suppliers of the Company; and

13.2.2 You shall, at the request of the Company, immediately deliver to the Company all or any property in your possession or control which belongs to the Company or which relates to the business of the Company, including without limitation all items mentioned in Clause 12.7.2.

14 Miscellaneous Terms and Conditions

14.1 You hereby agree and undertake to immediately intimate the Company of any change in the information provided by you.

14.2 In addition to the aforesaid terms and conditions, you shall also be governed by such directions or instructions as may be issued to you from time to time in discharge of your obligations as an employee of the Company. You will adhere, at all times, to the laws and regulations of any country in which you work.

14.3 In order to maintain security, the Company reserves the right to search members of its staff, employees or their personal belongings and to monitor, check, record and review telephone calls, computer files, records and e-mails/internet activity and any other compliance, security or risk analysis checks the Company considers reasonably necessary.

14.4 You are required to provide HR your personal email address. This will help us to communicate any official communication and important notifications to your personal email address in the event you have not been assigned with an official email address. All email communications sent by the Company will be considered official and binding.

14.5 By signing below, you are agreeing that you have read and understood each and every provision of this Letter of Appointment, and that in consideration of the Company offering you employment with the Company, you voluntarily and unconditionally agree to abide by its terms and conditions of this Letter of Appointment.

14.6 If any provision of this Letter of Appointment shall be prohibited by or adjudicated by a court to be unlawful, void or unenforceable such provision shall to the extent required be severed from this Letter of Appointment and rendered ineffective as far as possible without modifying the remaining provisions of this Letter of Appointment and shall not in any way affect any other provisions or the validity or enforcement of this Letter of Appointment.

14.7 The failure by the Company at any time to insist on performance of any provision set out in this Letter of Appointment is not a waiver of its right at any later time to insist on performance of that or any other provision set out in this Letter of Appointment.

14.8 On signing and acceptance of this Letter of Appointment, you have consented to the Company keeping, recording and processing, both electronically and manually any appropriate data it may gather during the course of your employment. This may include sensitive personal data such as medical information, etc. You also hereby grant your unequivocal consent to the Company disclosing and transferring such data to the group company of the Company or third-party service provider for processing or otherwise.

14.9 The Company will have the right to transfer and assign this Letter of Appointment and all covenants and agreements herein will inure to the benefit of and be enforceable by such successors and assigns. This Letter of Appointment is personal to you and you will not be entitled to transfer or assign it in whole or in part.

15 Governing law and jurisdiction

15.1 This Letter of Appointment shall be governed by laws of India. The courts at Mumbai only shall have exclusive jurisdiction in the event of any dispute arising between you and the Company in respect of or under this Letter of Appointment or in any matter concerning your employment with the Company.

Please confirm that the above terms and conditions are acceptable to you and that you accept this appointment by signing this Letter of Appointment in duplicate.

Yours Faithfully,

For **Ditya Finance Private Limited**



Amar Jyoti Lanka
Authorized Signatory

I agree and accept employment with the Company on the basis of the employment terms and conditions mentioned in this Letter of Appointment, the Company's Code of Conduct Policy which forms part of the Ditya Employee Policy Document, which had been read, understood and accepted by me.

Signature

_____

Name:
Date:

ANNEXURE B: COST-TO-COMPANY

Name: Laxmi Bhimaram Kumhavat
Emp. ID: D1201
Designation: Tele Caller
Date of Joining: from 1 April 2022
Location: Mumbai

Salary Components	**Monthly**	**Annual**
Basic	14000	168000
House Rent Allowance (HRA)	2800	33600
City Compensation Allowance	612	7344
Statutory Bonus	1166	13992
LTA	0	0
Gross	**18578**	**222936**
Other Benefits (Provident Fund - Company's Contribution)	1800	21600
Other Benefits (ESIC – Company's Contribution)	604	7248
CTC - Cost to Company	**20982**	**251784**
Deduction		
PF (Employee's Contribution)	1800	21600
PT - Professional Tax	200	2400
ESIC (If applicable)	140	1680
Total Deduction	**2140**	**25680**
Net (In Hand)	**16438**	**197256**

1. Please speak to Accounts or HR in your first month to understand income tax deductions and the Provident Fund Scheme of the Company.
2. Net pay and salary breakup is subject to change as per Statutory Changes. (Income Tax, PF, ESIC, PT, TDS, etc.).
3. There will be an **additional monthly deduction towards Mediclaim Insurance premium payment** as per the Mediclaim Policy offered by the company. This payment towards premium is borne by the Employee. There is an option to include the spouse and dependent children under the mediclaim scheme at an additional per person premium cost. This amount will be deducted from the Salary.

I, the employee, have agreed to my remuneration / CTC break up detailed in Annexure B.

Ref No. : 151110 / 2021

State Street Syntel Services
A State Street and Syntel Company

StateStreet Syntel Ser Pvt Ltd
4th and 5th Floor, Building # 4
Mindspace-Airoli(SEZ)
Thane Belapur Road,
Navi Mumbai-400708,India
Tel:+912241137503
CIN No:U72200MH2004PTC144362

Date: 30-Nov-2021
Mr Amir Ansari,
Room No 252 Karim Wad Korba
Mithagar Bakkar Ali Road
NEAR VIJAY TAILOR
Wadala East Antop Hill
MUMBAI-400037.

Subject: Employment Letter

Dear Amir,

We are pleased to inform that you have been selected for employment with **StateStreet Syntel Ser Pvt Ltd** as **Officer KPO** (**GCM 1**). Your total emoluments are **Rs. 194000/-** per annum and are described in "Annexure A".Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

The Company is fully entitled to place you at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. You shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by you shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately

Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 45 days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct reference checks, background checks and/or drug test before your date of joining with the Company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by you to the Company. This offer is subject to your satisfactory completion of all the above verification made by the Company. The Company also reserves the rights to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of your employment history and qualifications. The company reserves the right to make suitable formal/informal checks with the educational institutions and your former employers at its own discretion and you shall be deemed to have consented the Company to do so. Company reserves the right to withdraw this offer of employment or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or any act on your part which demonstrates (at the discretion of the Company) that you will not be able to carry out the inherent requirements of your employment to the Company's standards of integrity and professionalism.

The terms and conditions of the employment are listed in "Annexure B".
You are requested to report to duty in our office on **1-Dec-2021**, at **9.30 am** at the following address: **2nd Floor, Building No 4, Raheja Mindspace Nr Airoli Railway Station, Airoli, Navi Mumbai ∃ 400708, failing which this employment offer shall be considered null and void.**

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

Company is committed to protect your privacy. The Privacy Statement ("Statement") explains how we use and protect your personal data in our human resources systems throughout the course of your employment relationship with the Company. This privacy statement is available on our website portal (https://www.atos-syntel.net/legal) for your reference.
We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,
For StateStreet Syntel Ser Pvt Ltd,

Adarsh Krishna
Head - Global Recruitment Cell

Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment Annexure C - Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on _____ Date & Signature _____.

Ref No. : 151110 / 2021

Registered Office: 2nd Floor, Building No 4, Raheja Mindspace, Airoli Navi Mumbai – 400708, India. T.: +91 22 6704 6402

Ref No. : 151110 / 2021

State Street
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Annexure A – Remuneration Details

Name: Mr Amir Ansari

Designation: Officer KPO

GCM Level: GCM 1

Compensation Components	Annual (Rs.)
Salary & Allowances	
Basic Salary	120500
House Rent Allowance	24100
Advance Statutory Bonus	30700
Basket of Allowance	496
Total Salary & Allowances (A)	**175796**
Company's Contribution to Provident Fund (PF) (B)	**18204**
Total Cost to Company (CTC) C = (A+B)	**194000**

Notes:

(1) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
(2) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.
(3) As per the Company policy, you will be covered under a company provided Medical Insurance.
(4) You can opt for Provident fund @12% of basic as your contribution and Company contribution towards provident fund. This is scheduled activity you will be communicated in advance to avail this benefit.
(5) Advance Statutory bonus is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in future. The frequency of payment of bonus component is subject to further modification as per management Discretion.



Adarsh Krishna
Head - Global Recruitment Cell

Ref No. : 151110 / 2021

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Annexure B – Terms and Conditions

1. Work Related:

1.1 The Employee shall devote his/her full time to the work of State Street Syntel Services Pvt. Ltd. (hereinafter referred to as "Company"), and shall not undertake any other direct / indirect business/work/assignment etc. even on part-time basis whether honorary or remunerative, except with the prior written permission of the Company.

1.2 The appointment is being made in good faith on the basis of the Employee's resume and other information as provided by the Employee during the course of interview and mutual discussions. Company reserves the right to make suitable formal/ informal checks with educational institutions and previous employers of the Employee as may be applicable. The Employee is requested to produce all the documents as mentioned in the checklist attached on their date of joining. Any discrepancy in the information/ data provided by the Employee shall result in the termination of employment forthwith and the Employee shall indemnify the Company in full, for any losses suffered by the Company.

1.3 The Employee's designation is merely indicative of the responsibilities, which he/ she is required to carry out. Company shall be entitled to require the Employee, at any time, to perform any other administrative, managerial, supervisory, and/ or other functions and the Employee will be bound to carry out such functions by using his/her best efforts and, act in good faith and in the best interests of the Company.

1.4 The Employee shall not accept any presents, commissions or any kind of gratification in cash or kind from any person, party, firm or company having dealings with the Company or Company's group of companies and if the Employee is offered the Employee shall report the same immediately to the Company.

1.5 The Employee shall maintain and keep in his/her safe custody such books, registers, documents and other papers as may be issued to him/ her or may come in the Employee's possession and shall return the same when required by the Company.

1.6 The Employee will comply with all rules, regulations and procedures including service rules, practices, policies, etc. established by the Company as may be communicated from time to time, which are subject to modifications at the sole discretion of the Company. The Employee shall be bound by the same.

2. Location

2.1.The Company is fully entitled to place you at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. You shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by you shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

2.2 For Company Initiated Relocation Request

In the event that you are required by Atos|Syntel to relocate, Atos|Syntel may reimburse the cost (or a proportion) of such relocation (the "Relocation Expenses"). The relocation reimbursement is subject to recovery as below:

a) Relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

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3. Entitlement to Work

3.1 Procurement and timely renewal of relevant work permit in India shall solely be your responsibility and the Company shall render reasonable assistance and support on documents that you may require for this purpose. Your employment is subject to and conditional on you being legally entitled to live and work (for the Company) in India. You undertake to notify the Company immediately if You cease to be so entitled, in which event Your employment shall be deemed terminated and no compensation (with the exception of statutory dues payable, if any) shall be payable to You by the Company. The Company shall not be responsible for any liability whatsoever arising thereof.

4. Probation Period

4.1 Probation clause will not be applicable to You, as Your employment with the Company will be confirmed with effect from your date of joining.

5. Integrity and Professionalism

5.1 The company shall conduct reference checks, background checks and/or drug test before your date of joining with the company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by you to the company. This offer is subject to your satisfactory completion of all the above verification made by the company. The company also reserves the rights to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of your employment history and qualifications. The company reserves the right to make suitable formal/informal checks with the educational institutions and your former employers at its own discretion and you shall be deemed to have consented the company to do so. Company reserves the right to withdraw this offer of employment or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or any act on your part which demonstrates (at the discretion of the Company) that you will not be able to carry out the inherent requirements of your employment to the Company's standards of integrity and professionalism.

Your retention in Company's employment will be subject to your continued medical fitness. Company reserves the right to ask you to undergo background verification/ medical examination if and when considered necessary.

6. Former Employer

6.1 In the event of You becoming party to any proceeding/(s) brought by any former employer at any time during or after Your employment with the Company, You recognize and agree that You shall have full and sole responsibility of responding to such action or proceeding and that the Company shall have no responsibility to participate in Your response to such action or proceeding whether at Your own costs or otherwise. You agree that you are not expected, at any time, to disclose, to the Company and/or any member of Atos|Syntel group of companies or its directors, officers or agents, the trade secrets or any other confidential information of your former employer or any other entity.

6.2 You have represented to the Company that You are not subject to party to any restrictive covenant, non-compete, non-solicitation, intellectual property, or confidentiality agreement or any other agreement that would limit or restrict Your scope and ability to work in any way for the Company or any member of the Company's group of Companies.

6.3 You have represented that you are not bound by any previous agreement in any way whatsoever from your previous employment that would limit or restrict your scope of ability to work in any way for the Company or Company's group of Companies. In the event of you having any obligation binding from your previous employer, you undertake to declare and hold the Company harmless and not responsible thereby releasing the Company from any such dispute related to your previous employment.

6.4 In case of any breach or misrepresentation on Your part in the above, the Company reserves its right to terminate your services forthwith which will be without prejudice to the right of the Company to be indemnified by You in respect of any litigation/proceedings that the Company or any member of Company's group of Companies may have to face on account of your breach or misrepresentation as above.

7. Hours of Work

7.1 Details with regards to Hours of work is covered in our Company's Policy which is available in our internal portal for the employees to refer. Further you will be required to work the hours necessary to fulfill the responsibilities of your role.

8. Remuneration

8.1 The entitlements of your Total Compensation are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements if any applicable to you are subject to applicable tax provisions which may be applicable including taxation on perquisite value

8.2 Your remuneration package has been shared with you as part of the offer letter issued to you.

9. Retirement

9.1 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

10. Mediclaim, Personal Accident Insurance

10.1 You will be covered by the Company's Mediclaim and Personal Accident Insurance Policy as per its rules/ regulations.

11. Annual Leave and Public Holidays

11.1 Our leave year runs from 1 January to 31 December. Your annual leave entitlement will be 33 days. Additional paid holidays are declared each year for public holidays and the Company will update the list of paid holidays for the calendar year in the internal portal of the Company.

11.2 You will be eligible for leave as per the Policy announced by the Company from time to time. All leave applications, approvals, rejections, etc., must be in line with the HR Policy laid down and as applicable from time to time. The Company reserves the right to cancel any approved leave for reasons of business requirements and you are expected to provide full co-operation and adhere to such requests of the Company. The Company is also entitled to, suo moto, ask you to go on leave for such number of days and on such terms and conditions as intimated to you by the HR Department without assigning any reason to you.

11.3 Any un-authorized leave or excess leave by you will entitle the Company to terminate your employment.

11.4 Full details of the policy regarding annual leave and holidays are available on the Company's internal portal.

12. Specialized Training & Knowledge Acquisition

12.1 If the Employee has to undergo any specialized training in the Company or arranged by the Company, the Employee will have to execute a training agreement and an indemnity bond to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond. Any violation of the terms will entitle the Company to recover liquidated damages as mentioned in the said training agreement and an indemnity bond. During employment, Employee agrees to undergo any specialized training as required by the Company.

12.2 On deputation to a client site for knowledge acquisition and subsequent knowledge transfer on a client's application, either for development, enhancement, maintenance, support or otherwise, the Employee will be understood to have gathered intellectual property on behalf of the Company. As a consequence, the Employee commits to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond from the date of return to India from the onsite engagement. Any breath of this clause will entitle the Company to recover liquidated damages as mentioned in the training agreement and an indemnity bond.

13. Confidentiality

13.1 So long as the Employee is in the employment of the Company, providing certain products and/or services to the Company and/or on behalf of the Company, he/ she will, at all times, observe secrecy and confidentiality in respect of technical, trade or business data or any other information that might come to his/her knowledge or possession (herein collectively referred to as the "Confidential Information"), which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore. The Employee shall use the Confidential Information solely for the purpose of and on behalf of the Company. The Employee will not disclose Confidential Information without authority of the Company to anyone other than the Company's authorized person and even after the Employee has ceased to be in the service of the Company, the Employee shall not disclose Confidential Information to anyone. The Employee hereby acknowledges that the Company and its clients are subject to certain privacy regulations and/or contractual obligations, pursuant to which the Company shall be required to obtain certain undertakings from the Employee with regard to privacy, use and protection of non-public information of the Company and/or its clients(of client's customers) or any prospective clients. Employee agrees that (a) he/she shall not disclose or use any client/customer data except to the extent necessary to carry out its obligations under this Agreement and in accordance with applicable privacy laws; (b) he/she shall not disclose client data to any third party without the prior consent of the Company and/or client (c) he/she shall maintain, effective information security measures, in accordance with the policies of the Company and /or client and as otherwise necessary to protect client data from unauthorized disclosure or use; and (d) he/she shall notify the Company in writing immediately upon becoming aware of any such unauthorized disclosure or use of the Company and/or client data in detail. The obligations set forth in this clause shall survive termination of the Agreement indefinitely.

13.2 The term "Confidential Information" does not include information which (i) is already in Employee's possession, or (ii) becomes generally available to the public other than as a result of a disclosure by the Employee or (iii) becomes available to the Employee on a non-confidential basis from a source other than the Company and/or Company's clients. Employee further agrees that disclosure of the same shall be with prior permission of the Company.

13.3 The Employee agrees to promptly re-deliver to the Company, upon request/ in the event of his/ her ceasing the employment with the Company, i) all drawing, blue print or other reproductions or other data, tables, calculations, letter or other documents or other writing or copy of writing of any nature whatever pertaining to the business of the Company, ii) Confidential Information including all Intellectual property rights, whether registered or unregistered on any tangible media. The Employee will not retain any copies, extracts or other reproductions in whole or in part of such material. The Employee further agrees that breach of this confidentiality clause could cause irreparable damage to the Company and that the Company shall be entitled to any and all injunctive relief, as well as monetary damages, including reasonable attorney fees, for such breach.

13.4 From time to time, Company's customers/clients and other business requirements may require all employees to sign special Non-Disclosure Agreements ("NDA's"). These NDA's may be process/ client specific or could represent a regulatory requirement. The Employee agrees to sign and comply with the terms and conditions of the said NDA's, as and when required.

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14. Data Protection

14.1 The Company may be required to process, transfer and store your personal and sensitive data in any of the other locations of the Company or any member of the Company's group of companies that may not be your home location (including amongst others, transfers of your health information to another office of the Company) for inclusion in our central HR system.

14.2 By signing this contract, you acknowledge and agree that we are permitted to collect and hold personal data about you as part of our personnel and other business records and that the Company may use such information for the purpose of conducting background checks, administering your employment and other purposes directly related to your employment.

14.3 You agree that we may disclose such data to third parties in the event that such disclosure is in our view required for the proper administration of your employment and other matters directly related to your employment. This clause applies to information held, used or disclosed in any medium.

14.4 For further information, please refer to the Information Security Policy, which is available on the Company's internal portal.

15. Period of Notice

15.1 You or the Company may terminate your employment by giving the other party written notice as follows: -

a) Notice period will be 45 days. During the term of Your employment, if You undergo any change in GCM Level, notice period prevailing to that GCM Level will applicable to You as per HR Policy.

b) If you have signed any other agreement with the Company or any member of Atos Syntel group of companies that provides for a larger notice period than enumerated in Section 15.1 (a), then that larger notice period shall apply. (The above is collectively referred to as "Notice Period"). The expression like being in the employment of the Company, during your employment term etc., includes Notice Period also.

15.2 The Company reserves the right to make a payment of basic pay in lieu of such Notice Period.

15.3 The Company may terminate your employment summarily with immediate notice in the event of gross misconduct/misdemeanor or a serious breach of your employment obligations.

15.4 We may, at any time during your Notice Period (whether notice is given by you or by the Company), and in Our absolute discretion alter your duties.

16. Return of Property

16.1 When Your employment ends (or earlier on demand by the Company) you are required to return all Confidential Information, and all the Company property and equipment in an acceptable condition.

16.2 Subject to any written regulations issued by the Company which may be applicable, neither You nor any member of Your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by You on behalf of the Company and/or any member of Company's group of companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit You will forthwith account to the Company or the relevant member of Company's group of companies for the amount received or the value of the benefit so obtained

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17. Receipt of Payments and Benefits from Third Parties

17.1 Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Companies for the amount received or the value of the benefit so obtained. Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of the Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Group of Companies for the amount received or the value of the benefit so obtained.

18. Conflict of Interest

18.1 You undertake and agree to mention that you would conduct yourself with the highest standards of integrity, honesty and fairness to avoid any conflict between your personal interests and the interests of the Company. You further state that you do and would not have any direct or indirect interest in a competitor, customer/client or vendor/supplier of the Company or to any member of Company's group of companies to the extent or nature that it affects, or appears to affect, your responsibilities to the Company. The interest shall also apply in the manner of seeking or accepting any form of benefit, gift, privilege, financial interest, employment with or become directly or indirectly involved as an independent contractor, consultant or otherwise with any competitor/client/vendor of the Company or any member of Company's group of companies. You shall not personally take advantage of a business opportunity rightfully belonging to the Company or any member of Company's group of companies or derive personal profit, gain or advantage (other than rightful compensation from the Company) as a result of any transaction undertaken on behalf of the Company or any member of Company's group of companies.

19 Policies and Procedures

19.1 The Company has adopted a number of employment and business policies and procedures. You must comply with the Company's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct and or the employee handbook. You will have access to all of the Company policies and procedures including the Code of Conduct, on the Company's internal portal site. You must familiarize yourself with them and you agree to be bound by them as applicable from time to time. No separate agreement is required for you to be bound by such policies and procedures from time to time.

19.2 We reserve the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Company's internal portal and/or employee communications.

19.3 Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Company's policies and procedures up to and including dismissal.

19.4 You also declare that You have not been convicted nor pleaded guilty for violating any central, state or local law, regulation or ordinance nor has any criminal charges presently pending before any court of law.

19.5 You understand and agree that you will not involve/make the Company and/or any member of Company's group of companies, as a party or otherwise, into any disputes/court proceedings/investigations/allegations arising out of or related to any matter which is personal to you. You also agree and undertake to keep the Company and/or any member of Company's group of companies indemnified at all times should the Company and/or any member of Company's group of companies suffers or incurs any damages and expenses whatsoever in this regard.

19.6 Should you be alleged/convicted in any crime or offence in any country of whatsoever nature, you will immediately inform Our HR and adhere to all the disciplinary procedures as the circumstances may demand.

20. Information, Assets and Systems:

20.1 When you join the Company You may have access to phones, e-mail, the Company's internal portal, internet and other equipment and systems. These form part of Our IT and communication systems and you will be required to use them in accordance with the policies relating to them. We may implement our disciplinary procedure if you fail to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. You should refer and adhere to the Code of Conduct and the Company Policy Standards for further information on these policies.

21. Deduction from Remuneration

21.1 The Company may deduct from your remuneration any overpayment made to you, any benefits including leave taken by you beyond entitlement or amounts owed by you to the Company, to the extent permitted by law.

22. Discipline:

22.1 Details of our disciplinary procedures are available on the Company's internal portal. These procedures do not form part of your Employment Agreement.

22.2 We reserve the right to place you on leave of absence ("Suspension") at any time during your employment, on terms and for periods as we determine appropriate pursuant to applicable laws. This includes (but is not limited to) where we are carrying out investigation and/or disciplinary procedures against you for breach of Terms of Employment or other allied matters.

23. Taxes:

23.1 You shall be solely responsible for declaring and paying all taxes to the relevant tax authorities due on payments made and benefits provided to you by the Company and/or any member of Company's group of companies. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

24. Changes to Your Terms of Employment

24.1 On matters not specifically covered in the Terms of Employment, You shall be governed by the Company's Policies/ Terms and Conditions/ employee handbook service rules, practices, etc. which are liable for modifications, additions, total or partial withdrawal, suspension/ revocation, etc. from time to time. The Company's decision on all such matters shall be final and binding on you.

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24.2 In relation to the benefits (not being a statutory benefit) referred to in this Employment Agreement, we reserve the right to withdraw and/ or alter their terms without notice at any time. We will exercise reasonable discretion if we change the benefits or exclude you from them.

25. Warranty

25.1 You represent and warrant that You are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits You from fully performing the duties of Your employment, or any of them, in accordance with the terms and conditions of this Employment Agreement.

26. Entire Agreement

26.1 These terms and conditions supersede any previous agreement, whether oral or in writing, between you and the Company or any other member of Company's group of companies in relation to the matters dealt herein and represent the entire agreement between you and the Company. This Employment Agreement or any part thereof may be modified in writing and all such modifications shall be effective when signed by both the parties hereto.

27. Waiver

27.1 It is hereby agreed that failure of the Company to enforce at any time or for any period of time the terms and conditions contained herein shall not be construed to be waiver of any of the terms and conditions or of the right thereafter to enforce each and every term and condition of this Employment Agreement.

28. Software Related:

28.1 The Employee is strictly prohibited from bringing in the office premises, any unauthorized or infringed copies of software or downloading any infringed or non-patented software in the computer systems (from external sources or otherwise) or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act or any other intellectual property rights (IPR) laws. Employee shall not introduce or bring into the Company or its clients' systems, any virus, trojan horses, computer code designed to disrupt, disable, harm, or otherwise impede the operation of software or firmware or any computer or network or that would disable the software or firmware or any computer or network or impair in any way their operation. Violation of this clause will be regarded as a serious offence and the Employee will be subjected to appropriate disciplinary action as per the policies of the Company. For the purpose of maintaining confidentiality of data, information, assignment of IP rights, non-solicitation, non-compete, non-diversion the term State Street Syntel Services Pvt. Ltd is deemed to include the Company and all its affiliated group companies

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29. Intellectual Property Rights:

29.1 The Employee agrees to inform the Company of full details of all the inventions, discoveries, concepts, ideas, etc. (collectively called "Developments"), whether patentable or not, including but not limited to, hardware and apparatus, products, processes and methods, formulae, computer programs and techniques, as well as any improvements and related knowledge, which the Employee conceives, improves, completes, or puts in to practice (whether alone or jointly with others) while being in the employment of the Company, and which relate to the present or prospective business, work or investigations of the Company; or which result from any work the Employee does, using any equipment, facilities, materials or personnel of the Company; or which has or have been developed by the Employee or under the Employee's supervision, or which result's from or are suggested by any work, which the Employee does or may do for the Company.

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29.2 The ownership of all "developmental" work and documentation created by the Employee shall from the moment of its creation, vest in the Company. Thus, the Employee agrees to assign and hereby assigns to the Company/ Companies nominee, Employee's entire right, title and interest in —

- all Developments;
- all trademarks, copyrights and mask work rights in the developments; and
- all patent applications filed, patents granted on any development, including those in foreign countries, which the Employee conceives or makes (whether alone or with others) while being in the employment of the Company or within two (2) years of the end of their employment (if conceived as a result of the Employment with the Company).

29.3 The Employee acknowledges existence of the Company's present and future products, know-how, processes, software products, programs, codes, documentation and flowcharts in any form and agree to abide by the procedures of the Copyright Law or any other applicable IPR laws in force, in India and foreign countries, which prohibits the reproduction of such protected works, in whole or in part, or in any form or by any other means, without the prior written permission of the Company.

29.4 The Employee agrees to assign to the Company his/her entire right, title and interest in any invention or improvement that the Employee might make solely or jointly with others, during the course of his/her employment with the Company relating to any and all products, services, software, software tools marketed or manufactured or developed and that the Employee will perform any 'acts and execute such documents, without expenses to the Employee which, in the judgments of the Company or its attorneys may be needful or desirable to secure to the Company, patent protection and any or all rights relating to such invention or improvement.

30. Non-solicitation / Non-compete:

30.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party, solicit business from or perform services for any the Company's client or any prospective client, with whom he/she had any contact with or exposure to pursuant to this Employment Agreement.

30.2 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, seek engagement or employment, either full-time or contractually with any organization that is likely to deploy the Employee on project or assignment in Offshore or Onsite client engagement where the Company is already working for the same client and where the Employee had been engaged in a project with the client organization for a period exceeding one month.

31. Non-diversion of Employees:

31.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party solicit and/or offer an employment to a persons, who are then, or were during the previous six (6) months, employees of the Company or any the Company subsidiary / associate / affiliate.

State Street
Syntel Services
A State Street and Syntel Company

32. Remedies:

32.1 The Employee agrees that his/her failure or neglect to perform, keep, or observe any term, provision, condition, covenant, warranty, or representation contained in this Employment Agreement, the confidentiality agreement or any other agreement between the Employee and the Company, will cause the Company immediate and irreparable damage and that the Company is, in addition to all other remedies available to it, entitled to immediate injunctive and equitable relief from a court having jurisdiction to prevent any breach and to secure the enforcement of its rights hereunder.

32.2 Remedies for damages procuring prior to the Company's knowledge of breach or until action in breach ends and related in any way to the effects of the breach shall include but not be limited to monetary damage, liquidated damage, attorney's fees and other cause related to the action.

33. Governing Law:

33.1 The validity, construction, interpretation and performance of this Employment Agreement will be governed by Indian laws and adjudicated upon by a competent court in Pune.

34. Severability:

34.1 If any clause in this employment agreement is held invalid, illegal or unenforceable for any reason, that provision shall be severed and the remainder of the provisions of this employment agreement will continue in full force and effect as if this employment agreement had been executed without such invalid provision.

35. Clarifications:

35.1 For any further clarifications about the above clauses or any interpretation of the above clauses, the Employee may approach the HR team.

36. Notices

36.1 All notices under this Employment Agreement shall be sent by post and/or email at the following addresses

For StateStreet Syntel Ser Pvt Ltd

4th and 5th Floor, Building # 4, Mindspace-Airoli(SEZ), Thane Belapur Road,, Navi Mumbai-400708,India,Tel: +912241137503, CIN No:U72200MH2004PTC144362.

For **Mr Amir Ansari**

Room No 252 Karim Wad Korba,Mithagar Bakkar Ali Road,NEAR VIJAY TAILOR,Wadala East Antop Hill,MUMBAI-400037.

Ref No. : 151110 / 2021

For State Street Syntel Services Pvt. Ltd



Adarsh Krishna

Date……

Confirmed and agreed to

Signature……..

Employee Name…….

Date……..

We are happy to share the list of shortlisted students.

Name	Mobile Number	
Raj Chaurasiya	8779055220	BMS
Deepesh	8097684781	BAF
Bharat Soni	8425956678	BMS
Dinesh Sonkar	7021493965	BAF
Hirendra Chaurasiya	8693071923	BAF

Thanks & Regards

Rajkumar Ghanira

Area Regional Manager

8928234987

G-N college of Arts, Science & Commerce

₹ 500001/-

FW: placement at desifintech.com- Gurunanak college of Arts, Science &commerce

From: Raj (raj.kumar@desifintech.com)
To: prashant.nipun@yahoo.com
Date: Monday, 18 March, 2019, 10:58 am IST

Dear Sir,

As discussed

Below students are selected for a post of Relationship Manager in **Desifintech.com company.**

Thanks & Regards

Rajkumar Ghanira

Area Regional Manager

8928234987

From: Raj
Sent: 12 March 2019 18:32
To: prashant.nipun@yahoo.com
Subject: placement at desifintech.com- Gurunanak college of Arts, Science &commerce

Dear sir,

K.M. College of Arts, Science & Commerce

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K.M. College of Arts, Science & Commerce

Supreme Automobile (Unit Of Reliable Automotive Pvt Ltd.)

Maruti Suzuki Arena, A/2, Hatkesh Udyog Nagar, Kashi Mira Road, Mira Road (E)

PaySlip	31	**Payslip for the month**	Oct - 2022	**Branch**	Mira Road WS
Emp Code	SA052	**Employee Name**	Joginder Singh Kripal Singh Chhabda	**PAN No.**	AFUPC1966Q
Grade	Maruti Kamal	**Department**	Service	**Designation**	General Manager
ESIC No		**UAN No**	101757019984	**Division**	
Joining Dt	18-Apr-2022				

Days Paid	33.00	**Days Present**	26.50	**W.Off/Pd.Off**	2.50 / 4.00	**LWP/Absent**	0.00 / 0.00
SL	0.00	**CL**	0.00	**PL**	0.00	**CO + / CO -**	0.00 / 0.00
Bal. SL	0.00	**Bal. CL**	0.00	**Bal. PL**	0.00	**Bal. CO**	2.00

Earnings	Gross	Amount	Deductions & Recoveries	Gross	Amount
Magazine Phone	27600.00	29440.00	Prov. Fund	1800.00	1800.00
Basic	36800.00	39253.00	P.Tax	200.00	200.00
H.R.A	27600.00	29440.00	TDS		2184.00
			Other Deduction		933.00
Amount Total :	**92000.00**	**98133.00**	**Amount Total :**	**2000.00**	**5117.00**
			Net Pay :		**93016.00**

Net Pay : Ninety Three Thousand Sixteen Rupees

This is computer generated pay slip, doesn't required signature.

R.D. SHENVI & CO
CHARTERED ACCOUNTANTS
Rajeev D. Shenvi
B.A. (Hons.), L.L.B., F.C.A., A.C.S.

Date: 01st November, 2021.

To,
Pramod Dilip Jagdale.
163,Jaybhavani Temple,
A-147, Shastri nagar
Pratiksha Nagar, Sion Koliwada
Mumbai -400022.

Subject: Letter of Appointment

Dear Pramod,

We are pleased to inform you that you have been appointed as an Audit Assistant in our firm R.D. Shenvi & Co., Chartered Accountants, w.e.f. 01st November, 2021 subject to the following terms and conditions:

COMPENSATION & BENEFITS

The details of your compensation and benefits are given below:

Salary: Rs. 10,000 p.m
Conveyance: Rs.1,500 p.m

Leave: 30 Days per annum

We welcome you to R.D. Shenvi & Co. and look forward to having a fruitful association with you.

With Best Wishes,

Ashok N. Chavan
(Authorised Signatory)

UNITY Small Finance Bank

Private and Confidential

Offer cum Appointment Letter

Nandini Karthik Devendra
Room No 96, Near Mariamman Mandir
Jyoti Chawl, Social Nagar, M G Road
Dharavi, Mumbai – 400 017

Date: 8th December, 2022

Dear Nandini,

Sub: Offer cum Appointment Letter

This has reference to your application and subsequent to the interview you had with us, we are pleased to offer you employment in the job role of **VKYC** in grade **Executive** at **Mulund, Mumbai**. This offer of appointment is subject to the terms and conditions not limited to below mentioned terms but also include the **Annexure(s) I & II** attached hereto and/or any form of communication or office orders, circulars, communicated or to be communicated to you:

1. You will join as soon as possible but not later than **December 12, 2022.** This being a fixed term employment the employment period shall be from 12th December, 2022 to 11th December, 2023.

2. **Place of Work and Transfers**

   Your joining location will be the same as mentioned above in your Offer Cum Appointment letter. However, during your employment your services are liable to be transferred, in such other capacity as the Bank may determine, to such other offices/branches, department, units, sister concern or subsidiary, existing today or which may come up in the future, at the sole discretion of the Management. In such a case, you will be governed by the terms and conditions of service applicable at the new placement location. While every attempt will be made to give you a reasonable advance notice of such transfer, however, in certain cases, such transfers may be made effective immediately.

   Your services can be requisitioned by the Bank at any time outside the business/working hours.

3. **Compensation**

   Your compensation will comprise of the following:

a. **Total Fixed Pay (TFP) :** Your total fixed pay will be **Rs. 2,65,000/- per annum** (**Rupees Two Lakhs Sixty Five Thousand Only**). This includes Basic salary and other allowances, benefits, provident fund, perquisites etc as per the compensation policy of the Company. The detailed break up is enclosed herewith as Annexure I.

b. **Statutory Payments / Deductions:** All statutory payments/deductions will be payable as per the applicable law and may change from time to time based on the changes in the law of land. Compensation payable to you will be subject to annual review and may be altered, varied, enhanced or modified at the discretion of the Bank. In case you decide to leave the Bank before the actual payout of any bonus, in spite of fulfilling the other criteria, the Bank has full right to forfeit such payment at its discretion. You are expected to maintain complete confidentiality about your remuneration details.

4. You are requested to complete all the joining formalities immediately on the authorized HRM portal of the Bank as required by the bank.

5. Your employment in the Bank is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The Bank reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Bank or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.

6. This offer is valid subject to your acknowledgement & acceptance within "72 hours", sharing of resignation-submission copy from current employer within seven days and resignation acceptance copy from current employer within "2 weeks" of receiving this offer. Each one of these terms are interrelated and breach of anyone shall be considered as breach of all the terms and conditions, which will lead to revoking of the offer made and all the terms & conditions of this offer to be treated as null and void.

UNITY Small Finance Bank

Please return the scan/duplicate of this letter duly signed as a token of acceptance of offer cum appointment letter.

We congratulate you on your appointment and wish you a long and successful career with us.

Yours Sincerely,

For Unity Small Finance Bank Limited.



Authorized Signatory

UNITY SMALL FINANCE BANK LIMITED
CIN : U65990DL2021PLC385568
Email : info@unitybank.co.in

REGISTERED OFFICE
40, Basant Lok,
Vasant Vihar,
New Delhi 110057
Tel No. 011-47414100

CORPORATE OFFICE
Centrum House, CST Road,
Vidyanagari Marg, Kalina,
Santacruz (E),
Mumbai 400098
Tel No. 022-42159000

UNITY Small Finance Bank

COMPENSATION DETAILS – ANNEXURE I

PART I

Break-Up of Total Fixed Pay

Name	**Nandini Karthik Devendra**	
Position		Executive
Components	**Rs. Per Month**	**Rs. Per Annum**
Basic	8,833	1,06,000
Employer's contribution to PF*	1,800	21,600
House Rent Allowance (HRA)	4,417	53,000
Special Allowance	5,889	70,662
Statutory Bonus	1,145	13,738
Total Fixed Pay (TFP)	**22,084**	**2,65,000**

Employer's contribution to PF* - This amount mentioned here is employer's contribution. Additionally, equivalent amount will be deducted from your Total Fixed Pay towards Employee's contribution to PF.

Special Allowance(SA) - This is the balancing amount post allocation of all other components of salary, to arrive at the total fixed pay. This component is taxable. However, you can allocate part of this amount to various flexi pay components and avail reimbursements on monthly basis.

Other Benefits (In addition to Total Fixed Pay)

Gratuity - You will be entitled to Gratuity as per the Gratuity Act, 1972

Group Mediclaim Family Floater Policy - You will be covered under Family Floater (Self, Spouse & 2 Children up to the age of 25 years) policy, provided you have completed all formalities and documentation pertaining to it on the HRM portal.

Group Term Insurance – You will be covered under the policy in line with the Bank policy.

For Unity Small Finance Bank Limited.

Authorized Signatory

UNITY Small Finance Bank

Annexure – II

The following are the terms and conditions of your employment with Unity Small Finance Bank Limited.

7. Designation

Your designation is merely indicative of the responsibilities which you are required to carry out. The Bank shall be entitled, at any time, to assign other administrative, managerial, supervisory or other functions and you shall be bound to carry out such functions. You will not refuse to carry out any assignment solely on the grounds that the same has not been part of your usual duties during your employment. You will also not be entitled to any additional compensation for carrying out any job which, in the opinion of the management, is equivalent to the job you have been assigned earlier.

8. Attendance, Leave and Absence

You will record your attendance at your respective assigned location on a daily basis, as per the Bank's policy. In addition to public holidays observed by the Bank, you shall be entitled to a paid annual leave for each calendar year in accordance with the existing leave policy of the Bank. In case you join the Bank in the middle of the said calendar year you will be entitled to leave on pro-rata basis. You will be required to avail of mandatory leave as per the Mandatory Leave policy in every calendar year, this will be part of your Earned Leave entitlement.

9. Whole-time employment

Your position is a whole-time employment with the Bank and you shall devote yourself exclusively to the business and interests of the Bank. 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 (except as shareholder / debenture holder), in any other trade or business during your employment with the Bank, without prior permission in writing from the Bank. You will also not seek membership of any local, public or political bodies without first obtaining specific permission from the management of the Bank. You hereby agree that you will not conduct any business either part time or otherwise while you are in the services of the Bank and shall forthwith quit any franchisee or business that you are currently involved in.

10. Code of Conduct

You will at all times be guided by and shall strictly adhere to the Bank's Code of Conduct which are in existence or may be amended from time to time during the course of your employment

with the Bank.

If any declaration, statement or information including qualification, experience and/or any other details, as given by you at any time, is found to be incorrect, false, incomplete or untrue, if any material information is suppressed or of it comes to the notice of the Bank that you had been, prior to joining the Bank's service, convicted of any act involving moral turpitude and/or criminal in nature, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during. However, this does not preclude the Bank from initiating such disciplinary measures including legal actions as the Bank may be advised.

11. Confidentiality

You shall not during the course of your employment with the Bank or any time thereafter following separation and / termination (by whatever means) use, disclose, reverse engineer or communicate or cause to be used, disclose, reverse engineer, or communicate to any other Bank, firm, body corporate or person, any information which comes to your knowledge during the course of your employment with the Bank, being of a confidential nature pertaining to the business or affairs of the Bank or any of the customers, clients, suppliers, service providers or any other person having any kind of dealings/ relation/ agreement with the Bank, nor shall you without the prior written consent of the Bank, publish any book, booklet, brochure or any other publication through any medium, whether for remuneration or otherwise, relating to the affairs of the Bank or to your work in the Bank. You shall also not disclose to the public, any other Bank, firm, body corporate or person, papers, journals, pamphlets or leaflets or cause to be disclosed at any time, information or documents, official or otherwise relating to the Bank or its subsidiaries, except with prior written approval of the Bank. Further, complete confidentiality of all employment and remuneration details is expected to be maintained by you during your period of employment with the Bank.

12. Intellectual Property

i) If at any time in the course of your employment you make, generate or discover or participate in the making or discovery of any letters patent, trademarks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how, database rights and rights of like nature however arising and whether registered or unregistered ("**Intellectual Property**") relating to or capable of being used in the Bank (or of any other relevant Group entities, affiliated and /or business associate of the Bank) ownership of which does not vest in the Bank by operation of law, such intellectual property as aforesaid will be owned by the Bank in perpetuity without need to make any additional amount to you.

ii) You will co-operate fully and do all acts required (at the Bank's expense) to assign all your rights, title and interest in the Intellectual Property with full title guarantee worldwide to the Bank in perpetuity. You agree to appoint the Bank to act as your attorney for the purposes of securing grant and ownership of the Intellectual Property in its favor. You also agree to do nothing, during or after your employment to affect the validity of any Intellectual Property rights and in particular, you agree not to make any non-confidential disclosure of any detail of Intellectual Property rights outside of the Bank before protection for the Intellectual Property rights has been sought or such disclosure has otherwise been authorized in writing by the Bank.You also agree to waive all moral rights to all work, where the Bank owns or will own the copy right or design right to it.

iii) Nothing contained herein shall oblige the Bank to seek patent or other protection for any Intellectual Property generated during the course of your employment. The Bank may delegate its rights and/or obligations under this Clause to a group company or other nominee(s). Rights and obligations in this Clause shall survive cessation of your employment in terms of Clause 10 of this letter.

13. Data Protection

You authorize the Bank to process, transfer and store your personal and sensitive data or information in any locations of its choosing.

By accepting the terms and conditions of appointment contained in this letter, you acknowledge and agree and specifically permit and authorize the Bank to hold your personal information as part of its personnel and other business records and that the Bank may use such information in the course of its business including but not limited to your employment purposes, all administrative and human resource related matters, administration of pay rolls, administrating your insurances, investigations, identification, carrying out or facilitating compliance with applicable law, order and regulations.

You agree that the Bank may disclose such information to third parties, for carrying out verification of credentials, in the event that such disclosure is, in Bank's view, required for the proper conduct of our business or that of any associated companies, management of your employment and for the matters contain herein. This clause applies to information held, used or disclosed in any medium.

14. Separation/Termination/Retirement of employment

i) Separation

a) You may resign from employment of the Bank by giving prior notice in writing. The notice period for employees in Level 1 is 30 (thirty) days and for all other level is 90 (ninety) days. In case of your resignation from the services of the Bank, the Bank at its sole discretion shall have a right, but not an obligation a) to waive off the notice period or b) accept the amount equivalent to 3 (three) months' salary from you in lieu of notice period or c) to waive off few days of notice period and accept amount equivalent to salary of balance period of notice period from you in lieu of said balance notice period. For the sake of clarity if the notice period is fully or partially waived off by the Bank as mentioned above, the Bank will not be liable to make any payment of salary to you in lieu of the notice period waived by it. Separation clause mentioned in the policy of the Bank shall supersede this clause and the notice period and the separation clause as mentioned in the policy shall be applicable to the employees."

b) In case your last working day falls on a weekly off or a holiday, the previous working day will be considered as the last working day ("**LWD**") further the same date would be considered for the purpose of calculation of notice period recovery/payment if necessary.

c) If you leave the Bank within one year of joining and have received any joining bonus / sign on bonus, notice period pay in relation to your previous employment, relocation reimbursement, you will be liable to repay the amounts to the Bank at the time of separation

d) During the notice period you will not be entitled to any type of leave including the special leave. You are required to familiarize yourself with the Bank's Leave policy, as may be amended from time to time.

e) Post your resignation from the services of the Bank, if you discontinue/stop attending office before completion of your required or accepted notice period, the same shall be treated as leave without pay and the Bank shall treat such absence as unauthorized and shall be entitled to take disciplinary action against you

f) Upon acceptance of your resignation by the Bank, you shall return all property, equipment and assets of the Bank entrusted to you and in your possession, to the Reporting Line Manager on or before the designated relieving date.

g) You will not be permitted to adjust any accumulated leave to your credit including accruals against the notice period.

h) If you are suspected of or found indulging in any act of fraud/cheating/theft, unethical

/unprofessional behavior or act, etc, the Bank may initiate suitable action as deemed fit, even post separation from the services of the Bank.

i) On separation, it is be your responsibility to ensure that the necessary exit related clearances are completed by the concerned exit clearance stakeholders of the Bank. You agree and accept that full & final settlement will be processed only post completion of all the exit clearances by the relevant stakeholders.

j) Your resignation within one month from joining the Bank would, unless otherwise expressly provided by any applicable statute, *ipso facto* result in forfeiture of your right to any and all claims against the Bank in respect of settlement of your remuneration and outstanding dues, if any, during the period of your employment preceding your resignation.

ii) Termination

a) The Bank reserves the right in its absolute discretion to forthwith terminate your employment without notice or compensation in lieu thereof, in case of termination for "Cause". For "Cause" would mean indulging in the acts of commission / omission which may be prejudicial to the interests of the Bank or any act of any gross negligence, misconduct including but not limited to fraudulent, dishonest or undisciplined conduct or insubordination or neglect of duty or incompetence in the discharge of duty on your part or breach of integrity or upon loss of confidence in you of the management or upon your conducting yourself in a manner which is regarded by the Bank as prejudicial to its own interest or to the interest of its clients.

b) In case of unauthorized absence (i.e. without prior written permission of the supervisor) from duty for 5 (five) consecutive work days or more, it shall be construed that you have voluntarily abandoned your employment with the Bank. Such abandonment shall be treated as termination from services with immediate effect. The Bank shall be within its right to recover notice pay at its sole discretion and without any further intimation to you.

c) Termination of your employment on grounds as aforesaid would *ipso facto* result in forfeiture of your right to any and all claims against the Bank in respect of settlement of your remuneration and outstanding dues.

iii) Retirement

The current retirement age, as per the Bank's policy is fixed at 60 (sixty) years. You will accordingly stand relieved from the services of the Bank on the last day of the month of your attaining this age based on the Age certificate furnished by you at the time of joining.

15. Warranty

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way, directly or indirectly, restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this letter.

16. Changes to your terms of employment

The Bank reserves the right to make reasonable changes to any of the terms and conditions of your employment. You will be expected to carefully read, and keep yourself abreast with, the policies of the Bank as announced or amended from time to time. These amendments would be binding on you, immediately on its publication. Any changes in the terms of employment will take effect from the date stated in the communication.

17. Conflict of interest

During the term of your employment with the Bank, you shall not achieve or attempt to achieve any undue gain or advantage either to yourself or to your relatives, partners or associates and shall not:

(i) Engage or interest yourself, during the term of your employment with the Bank, either directly or indirectly, in the business or affairs of any other person, firm, Bank, body corporate or in any undertaking or business of a nature similar to or competing with the Bank's business and apply or utilize, either directly or indirectly, your knowledge or experience for or in the interest of any such person, firm Bank or body corporate as aforesaid or any such competing undertaking or business as aforesaid;

(ii) except with the specific prior written approval of the Bank, undertake other work for remuneration or work which would constitute as conflict of interest with the business of the Bank or adversely affect your professional image and integrity as an officer or employee of the Bank during your service with the Bank.

(iii) hold yourself out or allow yourself to be held out in any way as having any other position or designation other than the one given to you by the Bank.

(iv) accept any commission, profits, presents or gratification of any kind from any person, firm or Bank having dealings with the Bank;provided that, if you are faced with any other situation involving a conflict of interest, you shall immediately report the same to the Management of the Bank in writing.

Provided further that if you are found guilty of making any undue gain, you shall be liable to pay an amount equal to that gain to the Bank and be liable for further consequences as determined by the Bank;

18. **Non-solicitation**

During your employment with the Bank and for a period of six (6) months from cessation of your employment with the Bank, you shall not solicit or canvass any clients, customers, employees of the Bank or take any action that is likely to adversely affect the business relations between the Bank and customers, clients, suppliers, service provider or any other person having any kind of dealings with the Bank.

19. **Prohibitions under FCPA and PCA**

During the term of your employment, you shall strictly follow and observe all provisions of including the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (**FCPA**) and Indian Prevention of Corruption Act 1988 (**PCA**) and shall abide by all the as stated in therein .

As per the PCA, the employee cannot directly or indirectly make, promise, offer or receive cash, gifts or anything of value in order to get, keep or provide business, to learn confidential information or to influence official action or inaction by a government official.

20. **Other Media, Internet, Blogs, Social Media & External Persons**

You are not authorized to share any information about the Bank through any medium including any through social media or other platform. This includes but is not limited to information about any internal activity, awards, achievements, certificates, colleagues, projects or initiatives of the Bank. The breach or violation of the same will be a breach of confidentiality provisions and may invite disciplinary action/ provisions. Any behavior on the social media that could potentially bring disrepute to the Bank may also invite suitable punitive/disciplinary action including forthwith termination of your employment at the discretion of the Bank without notice or compensation in lieu thereof.

All concerns and grievances need to be raised and redressed through the channels prescribed or by reaching out to your HR Business partner. The defined Escalation Matrix needs to be followed at all times. Raising internal organization matters on social media or in the public domain or with external individuals will be considered a breach of conduct and may lead to forthwith termination of your employment at the discretion of the Bank without notice or compensation in lieu thereof.

21. **Other terms & conditions**

i. The interpretation and enforcement of the terms and conditions of employment contained herein shall be governed by and construed in accordance with the laws of Republic of India and the parties submit to the jurisdictional courts with reference to your station of posting.

ii. If any of the terms and conditions of employment contained in this letter are held to be invalid, illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or condition or part thereof to that extent will be deemed not to form a part of this letter.

iii. You will be liable for medical check-up by any Registered Medical Practitioner of Bank's choice during the continuance of your service with the Bank. The Management may terminate your services, if you are found unfit physically or otherwise at any point of time during the continuance of your service.

iv) As an employee of the Bank, you will be guided by the Code of Conduct and Ethics, rules and regulations of the Bank in force and as amended from time to time and other laws, rules and regulations applicable to the Bank from time to time.

v) Your employment will be governed by the Bank's policies. The Bank reserves the right to amend the policies at any time. You are advised to keep yourself updated with these policies.

vi) Any change in your residential address should be forthwith updated on HRM portal. All communications will be addressed to you on the last recorded address and shall be deemed to have been served on you.

vii) You may be required to submit your Income / Wealth Tax statements, personal Bank Statements or any other information, if such information is necessary for the purpose of internal audit or regulatory enquiry, or any other purpose as considered necessary by the Management of the Bank.

viii) Your appointment is subject to your not being a partner or relative of a Director of the Bank under the relevant provisions of the Companies Act, 2013.

ix) You shall maintain proper dignity of your office and will deal with all matters with sobriety.

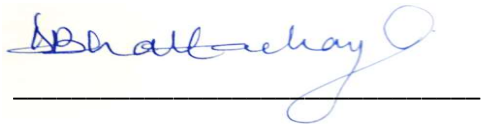
x) You shall be liable to make good and pay for any loss caused to the Bank by your negligence, default or any breach of rules or operational/administrative instructions as may be issued by the Bank from time to time.

xi) The above terms and conditions are to be read in conjunction with the applicable polices of the Bank.

xii) In accordance with the standard practice of the Bank, we expect you to treat the terms of your employment and your compensation as confidential. Disclosure of the same will be treated as breach of trust and will be reviewed seriously by the Bank.

With Best Regards,

For Unity Small Finance Bank Limited



Authorized Signatory

UNITY SMALL FINANCE BANK LIMITED
CIN : U65990DL2021PLC385568
Email : info@unitybank.co.in

REGISTERED OFFICE
40, Basant Lok,
Vasant Vihar,
New Delhi 110057
Tel No. 011-47414100

CORPORATE OFFICE
Centrum House, CST Road,
Vidyanagari Marg, Kalina,
Santacruz (E),
Mumbai 400098
Tel No. 022-42159000

UNITY Small Finance Bank

Acknowledgment & Acceptance

I have read and understood the above terms and conditions and I hereby accept this offer – cum – appointment letter on the above mentioned terms and conditions and agree to abide by the rules & regulations terms and conditions of my employment of with the Bank as are in force from time to time.

Name : Nandini Karthik Devendra

Joining Date: 12th December, 2022

Signature:

GNVS Institute Of Management

Approved by AICTE, DTE & affiliated to University of Mumbai

Ref. No. : GNVSIOM/ADM/2018-19/2702A

Date : 12.03.2018

Ms. Nasreen Ansari
146 Garib Nawaz Nagar,
Antop Hill Church,
Mumbai – 400037
Mob : 7506116589

Appointment Letter for the post of **Admin-Clerk**

Dear Ms. Nasreen Ansari,

It is with reference to your first interview dated **3rd March 2018** and subsequent interview for appointment dated **10th March 2018;** the management of GNVS Institute of Management is pleased to appoint you as an **Admin Clerk** w.e.f. from **13th March 2018** with a consolidated salary of **9,000/- per month**. Your appointment will be as per the following terms and conditions:

1. Your appointment as **Clerk** is on a probation basis of one year.
2. You will be handling entire activities related to **Administration department.**
3. Your services will be governed by the rules and regulations of the GNVS Institute of Management/ University of Mumbai/AICTE/ Government of Maharashtra.

We welcome you to the family of GNVS Institute of Management and hope we will be able to build an institution of world class together.

Regards,

Director

GTB Nagar, Sion-Koliwada (East), GTB Nagar Railway Station (East), Mumbai - 400 037. • Tel.: +91 22 2401 3273 • Fax : +91 22 2403 0054
www.gnvsiom.org • e-mail : gnvsiom@gmail.com

11:41

Appointment Letter - Arbaz Ansa... Done

3rd February 2022

Mohammad Arbaz Ansari,

Dear Arbaz,

Congratulations! We have pleasure in making an offer to you for the post of **Nutrition Advisor** in **Level 11B** as part of **HA (Healthy Aging)** You will be a part of the Nutricia International Pvt Ltd (herein referred to as the "**Company**"), legal entity. The company is a fully owned subsidiary of Danone Asia Pacific Holdings Pvt. Ltd. Your Date of Joining is **2nd February 2022,** and your place of work will be **Mumbai.**

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best in work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us.

The other terms & conditions of your service are attached in the annexures and constitute an integral part of this offer.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential

Please sign the duplicate copy of this letter and return to us as a token of your acceptance of the terms and conditions of employment offered to you and hand this over to the relevant authority on the day of joining.

Regards,
For Nutricia International Private Limited

Rajkumar GK
Director – Human Resources

Nutricia International Private Limited
Building A, Unit 304, 3rd Floor, Agastya Corporate Park, Kamani Junction, L.B.S. Marg, Opp. Fire Brigade,
Kurla (West), Mumbai – 400070.
Tel No: +91 22 66696740
Website: www.danone.in
CIN No: U15400MH2011PTC266725

Annexure - 1

Name: Mohammad Arbaz Ansari
Designation: Nutrition Advisor
Headquarter: Mumbai
Division: HA (Healthy Aging)
Level: 11B

Components	Annual Amount in INR
Basic	210000
Flexi Pay*	233250
Other Allowance	81750
Base Salary	**525000**

Date: 29th December 2022

Mr. Mohammed Sayyad
Flat No 306, Sector 3,
Plot No 188/189,
Ulwe, Maharashtra – 410206.

Dear Mr. Mohammed

Sub: Letter of Offer and Terms of Employment

We thank you for exploring career opportunities with rSutra Analytics & Consulting Pvt Ltd. ('RACPL', 'the company', 'the organization'). You have successfully completed our initial selection process and we are pleased to make you an offer of employment. We are pleased to inform you that you have been selected for the position of **RPA Developer & Data Analyst** and your present posting will be at **Mumbai.** Your Gross Salary / Annual Compensation Package including all benefits will be **Rs. 3,20,000/- (Rupees Three Lakhs Twenty Thousand Only)** per annum. This offer is valid subject to reference checks and confirmation of your documents (past employment, education qualifications).

Please confirm your acceptance of this offer by returning a copy of this letter by signing at the end of this document and mentioning the joining date. Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and address proof. If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoke at the sole discretion of the company.

COMPENSATION AND BENEFITS
The details of your compensation and benefits are given below:

- Your Basic Salary will be **Rs. 12,800 /- per month**.
- Other Allowances will be **Rs. 13,867 /- per month**.

Your compensation will be subject to statutory deductions / contributions as appropriate and consistent with the laws and regulations of India.

Project Performance-based Pay
During the year, you will be eligible for annual project performance pay incentive. The amount of bonus will be dependent on the size of the project and project performance and will be paid at the end of the year for all completed projects. The performance pay is subject to your being active on the company rolls. The organization reserves the right to review or discontinue any / all provision(s) of Variable Allowance in case of movement into / out of a process in which it applies.

TERMS OF EMPLOYMENT

1. Probation Period: You will be on probation for 3 Months. If your services are found to be satisfactory during the period of probation, your confirmation will be communicated to you in writing upon successful completion of your probation period.
2. Leave: You will be eligible for leave as per the Company's Leave Policy.
3. Mobility: The Company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer.
4. Increments and Promotions: Your merit, performance and contribution to the company will be one of the most important consideration for salary increments and promotions. Salary increments and promotions will be based on the company's Compensation and Promotion policy. Increments shall not be automatic and shall depend on several factors like company's performance, your individual performance and contribution to the organization, attendance, behaviour and conduct during the period under review as per the Company's policy as may be applicable from time to time
5. Alternate Employment: As a whole-time associate of RACPL, you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of RACPL.
6. Confidentiality: The Company considers the protection of its confidential information and proprietary materials to be very important. All work or material developed by you during the course of your employment with the Company will remain the sole and exclusive property of the Company. Any unauthorized disclosure of confidential or copyrighted materials of the Company or the company's clients would attract appropriate action from the Company, including and not limited to termination of your employment and legal prosecution as necessary. You shall not disclose or divulge or cause to be disclosed or divulged confidential information even when you are no longer in the employment of the Company.
7. Retirement: You will retire from the services of the Company on completion of 58 years of age as per the proof of age submitted by you at the time of joining.
8. Notice Period: During the first 3 Months of employment with RACPL, you may terminate this contract of employment by giving 30 days' notice to the Management. In case your performance, behavior and / or conduct during the probation period is found unsatisfactory /incompatible, RACPL reserves the right to terminate your employment without any notice or notice pay in lieu of notice. On completion of 3 Months, this contract of employment is terminable by you by giving 90 days' notice in writing to RACPL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, RACPL may relieve you any time during the period of notice at its sole discretion. On completion of 3 Months, this contract of employment may be terminated by RACPL by giving you 90 days' notice or payment in lieu thereof. Notwithstanding the above, this contract of employment may be terminated by the company without any notice or notice pay, in the event your performance / behaviour and/or conduct during the period of probation is found to be unsatisfactory / incompatible.
9. Submission of Documents: At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.
   - Standard X and XII Mark sheets equivalent
   - Degree certificate and mark sheets for all semesters
   - Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
   - Birth Certificate / Proof of Age
   - Proof of employment with your previous employer(s)
   - Your original documents will be returned to you after verification

10. Rules and Regulations of the Company: Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.
11. Compliance to all clauses: You will be required to fulfil all the terms and conditions mentioned in this letter of offer. Any failure to fulfil any term and /or condition would entitle RACPL in withdrawing this offer letter at its sole discretion.

We look forward to having you in our team.

Yours Sincerely,



For rSutra Analytics & Consulting Pvt Ltd.

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

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

Name: Mr.

Address:

Signature:

Date:

Dear Shubham

Congratulations !!

As per your discussion with our Director, Mr. Banit Sawhney, please consider this a formal letter confirming your engagement with Imperial Group in Freelance capacity.

You have been hired for the position of Freelance GRE Quant Faculty and the package discussed is INR 1500 per hour.

It is a mandatory requirement for you to provide us with an update on your Deliverables in the form of a report at the end of each session. It is as well imperative that ethical standards of Data privacy and competitor scouting be maintained. In case of any other activities which would directly or indirectly be competitive in nature to your engagement at Imperial be discussed before hand with the Management at Imperial Overseas.

As a member of the Imperial Group, we would ask for your commitment to outstanding quality and results that exceed our expectations. We hope that you will find this new opportunity both challenging and rewarding.

We look forward to having a long term association with you and would like to welcome you to the team!!

Thanks & Kind Regards

Jibi Vinod

Sr HR Manager – Recruitment

Imperial Group | India | UAE | USA | Singapore |

M : +91 8104909687

@ : jibi.vinod@issc.in