BANYAN EDU SERVICES
NURTURING CAREERS

16-Jan-2020

19240011434
Patil Shubham

Dear Patil Shubham,

Congratulations! We are pleased to confirm your selection.
The interview was held at **Swarrnim Startup & Innovation University**. To work for **Bajaj Motors Limited**. We are delighted to make you the following training offer.

The position we are offering you is **Trainee / Apprentice** at a monthly stipend of 13,500 per month. This position reports to **Mr. Deepak Kumar**.

Benefits for the position include:

- Benefit A (Attendance Award of 500)
- Benefit B (Subsidized canteen facility)
- Benefit C (Leave according to company policy and will be informed at the time of documentation).

We would like you to start your training from at **Bajaj Motors Limited Binola Plant**. Please report to **Mr. Deepak Kumar**, for documentation and orientation.
Please sign the enclosed copy of this letter and return it to us on or before **10-Nov-2022** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our **Bajaj Motors Limited** and look forward to working with you.

Sincerely,

Vikas Choudhary
HR Admin
Banyan Edu. Services

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

BANYAN EDU SERVICES
NURTURING CAREERS

16-Jan-2020

19240011433
Patel Parth

Dear Patel Parth,

Congratulations! We are pleased to confirm your selection.
The interview was held at **Swarrnim Startup & Innovation University**. To work for **Bajaj Motors Limited**. We are delighted to make you the following training offer.

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Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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BANYAN EDU SERVICES
NURTURING CAREERS

16-Jan-2020

19240011432
Patel Deepkumar

Dear Patel Deepkumar,

Congratulations! We are pleased to confirm your selection.
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Training and Placement Cell

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BANYAN EDU SERVICES
NURTURING CAREERS

16-Jan-2020

19240011431
Raol Apurvsinh

Dear Raol Apurvsinh,

Congratulations! We are pleased to confirm your selection.
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Banyan Edu. Services

Training and Placement Cell

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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BANYAN EDU SERVICES
NURTURING CAREERS

16-Jan-2020

19240011430
Seth Priyanshu

Dear Seth Priyanshu,

Congratulations! We are pleased to confirm your selection.
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HR Admin
Banyan Edu. Services

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Tech Mahindra Limited
Infocity, Hi-tech City Layout,
Madhapur, Hyderabad 500081, India.
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com
Connect@techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN L64200MH1986PLCO41370

APPOINTMENT LETTER

To,
Dear Rathod Chirag Krishn

Dated: 10.02.2020

We are pleased to offer you the position of **Executive Operations** as per the following terms of employment:

01. Location: Your initial place of work will be Noida, U.P. location. However, you may be transferred to any of our locations anytime based on business need.

02. Compensation: Your Cost to Company will be **Rs. 2,20,000/- per annum** (Two Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on **05/Oct/2020.**
Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

04. PROBATION / CONFIRMATION:

i. You will be on probation for a period of one year effective from the date of your joining. The said period of probation may be:
   a) Extended or reduced at the sole discretion of the Management.
   b) Extended or employment may be terminated, if your interview results with the University Committee as per AICTE norms are not satisfactory.
ii. During the period of probation, your appointment can be terminated at any time by either party without giving any advance notice.
iii. Privilege Leaves (PL) entitled will not be en-cashed during the probation period.
iv. On completion of initial probation period of one Year, you will be deemed to be confirmed in the services of the College, unless otherwise intimated, in writing by the College and the notice period of termination of your employment will be one month from either side or one month salary in lieu thereof".
v. During the notice period, you are not entitled to avail any leave either in probation or confirmed.

05. ON REACHING THE AGE OF SUPERANNUATION:
You will retire from the service of the College on attaining the superannuation age of **65 years**, as recorded by the College based on the information given by you as per municipal/local body or Government records. College however in its sole discretion may decide to retain your services, but not as a permanent employee, after completion of your superannuation date.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

06. SEVERANCE OF EMPLOYEMENT:

After completion of the probation period, this employment contract can be terminated by either side or the College by giving one month prior written notice or payment of one month salary, in lieu thereof. However, in the event of your resignation, the College in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of 1 month, without any pay in lieu of the notice period.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof for any of the following reasons:

a. Any act of misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
b. In case particulars mentioned in your application or unsubstantiated ,discussions or papers submitted by you to the College are found false or any certificates/testimonials or documentary evidences submitted by you are found to be false or incorrect and/ or that you have suppressed and/or withheld any information.
c. In case you have undertaken any direct/ indirect - full time or part time business or work for honorarium or remuneration, without prior written permission of the College
d. If you have participated in an Election of any kind without obtaining prior written permission from the College.
e. If you have indulged in passage of Confidential Information of the College, to any third party or otherwise, or have willfully and deliberately violated or have breached any policies or internal regulations and conduct guidelines of the College.

07. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment & continuation in service of the College is subject to your being declared and remaining medically fit by a Medical Officer or a Doctor specified by the College. The Management has the right to get you medically examined by a **Registered** Medical Practitioner, during the period of your service at your expenses. In case you are found medically unfit, College in its sole discretion may terminate your services by giving one month notice or one month Salary in lieu thereof.

08. DUTIES AND OBLIGATIONS:

You shall strive hard to promote the interest of the College and shall not undertake any activity of any nature whatsoever which is, construed or deemed to be detrimental and prejudicial to the interest and goodwill of the College.

f. You will be directly reporting to Director/ Head of Department of the College and will be responsible for any assignment such as teaching, research, institution building, hostel supervision, personality development, placement activities, entrepreneurship programs, institute publication, academic administration, etc. as given by the HOD from time to time.
g. Keeping in view the academic ethics and the future of the students, you are expected not to leave or resign from your services in the mid of any session.
h. In addition to feedback and appraisal, your performance will be evaluated on the basis of set targets.
i. You will be present in the College at allotted work place during the working hours. You may also be required to devote time during the off hours/Sundays/Holidays etc. for curricular/co-curricular/extra-curricular work for which no additional compensation will be admissible
j. The College expects you to work with a high standard of ethical practices, initiative and efficiencies, during your employment. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the College and those in authority over you.

k. You agree to follow & comply with all the internal regulations, guidelines and policies of the College. You also accept the obligation to be in full compliance of all statutory laws & regulations for & on behalf of the College as may be so expected or desired including the Cyber, IPR & other laws so as not to in any manner prejudice the rights and interests of the College.
l. You will not, unless specifically authorized by your superior officer in writing, give any interview in any newspaper, magazine or write to press or media (print or electronic).

09. GENERAL:

a. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.

b. You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent by us to you, on your last recorded address / address as indicated above, shall be deemed to have been served upon you.

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

Please submit the following documents, if not submitted earlier.

1. Certificates in support of your educational and professional qualifications, experience, date of birth and other testimonials.
2. Three copies of your recent passport size photographs with light blue background.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Training and Placement Cell

3. Relieving/ Experience letter from your last employer in case you are/were employed.
4. Copy of PAN Card.
5. Address Proof.
6. Medical Fitness Certificate

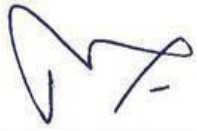
In case the above terms and conditions are acceptable to you, please sign a duplicate copy of this letter as a token of acceptance and submit the same to the undersigned for further processing.

We look forward to a long, successful and pleasant association.

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

Note: In case of any query post exit, kindly raise a request in the Communicate section on the **ReMember Portal (https://remember.techmahindra.com/loginpages/loginnew.aspx)** after Login (register using your GID 5 or 6 digit Associate ID while at Tech Mahindra / Mahindra Satyam)

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Training and Placement Cell

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Tech Mahindra Limited
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Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com
Connect@techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN L64200MH1986PLCO41370

APPOINTMENT LETTER

To,
Dear Baggujjar Parth

Dated: 10.02.2020

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01. Location: Your initial place of work will be Noida, U.P. location. However, you may be transferred to any of our locations anytime based on business need.

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   b) Extended or employment may be terminated, if your interview results with the University Committee as per AICTE norms are not satisfactory.

ii. During the period of probation, your appointment can be terminated at any time by either party without giving any advance notice.

iii. Privilege Leaves (PL) entitled will not be en-cashed during the probation period.

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Training and Placement Cell

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a. Any act of misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
b. In case particulars mentioned in your application or unsubstantiated ,discussions or papers submitted by you to the College are found false or any certificates/testimonials or documentary evidences submitted by you are found to be false or incorrect and/ or that you have suppressed and/or withheld any information.
c. In case you have undertaken any direct/ indirect - full time or part time business or work for honorarium or remuneration, without prior written permission of the College
d. If you have participated in an Election of any kind without obtaining prior written permission from the College.
e. If you have indulged in passage of Confidential Information of the College, to any third party or otherwise, or have willfully and deliberately violated or have breached any policies or internal regulations and conduct guidelines of the College.

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Training and Placement Cell

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2. Three copies of your recent passport size photographs with light blue background.
3. Relieving/ Experience letter from your last employer in case you are/were employed.
4. Copy of PAN Card.
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6. Medical Fitness Certificate

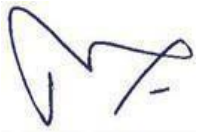
In case the above terms and conditions are acceptable to you, please sign a duplicate copy of this letter as a token of acceptance and submit the same to the undersigned for further processing.

We look forward to a long, successful and pleasant association.

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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Tech Mahindra Limited
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Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com
Connect@techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN L64200MH1986PLCO41370

APPOINTMENT LETTER

To,
Dear Hirpara Jayraj Arvind

Dated: 10.02.2020

We are pleased to offer you the position of **Executive Operations** as per the following terms of employment:

01. Location: Your initial place of work will be Noida, U.P. location. However, you may be transferred to any of our locations anytime based on business need.

02. Compensation: Your Cost to Company will be **Rs. 2,20,000/- per annum** (Two Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on **05/Oct/2020.**
Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

04. PROBATION / CONFIRMATION:

i. You will be on probation for a period of one year effective from the date of your joining. The said period of probation may be:
   a) Extended or reduced at the sole discretion of the Management.
   b) Extended or employment may be terminated, if your interview results with the University Committee as per AICTE norms are not satisfactory.

ii. During the period of probation, your appointment can be terminated at any time by either party without giving any advance notice.

iii. Privilege Leaves (PL) entitled will not be en-cashed during the probation period.

iv. On completion of initial probation period of one Year, you will be deemed to be confirmed in the services of the College, unless otherwise intimated, in writing by the College and the notice period of termination of your employment will be one month from either side or one month salary in lieu thereof".

v. During the notice period, you are not entitled to avail any leave either in probation or confirmed.

05. ON REACHING THE AGE OF SUPERANNUATION:
You will retire from the service of the College on attaining the superannuation age of **65 years**, as recorded by the College based on the information given by you as per municipal/local body or Government records. College however in its sole discretion may decide to retain your services, but not as a permanent employee, after completion of your superannuation date.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

Training and Placement Cell

06. SEVERANCE OF EMPLOYEMENT:

After completion of the probation period, this employment contract can be terminated by either side or the College by giving one month prior written notice or payment of one month salary, in lieu thereof. However, in the event of your resignation, the College in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of 1 month, without any pay in lieu of the notice period.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof for any of the following reasons:

a. Any act of misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
b. In case particulars mentioned in your application or unsubstantiated ,discussions or papers submitted by you to the College are found false or any certificates/testimonials or documentary evidences submitted by you are found to be false or incorrect and/ or that you have suppressed and/or withheld any information.
c. In case you have undertaken any direct/ indirect - full time or part time business or work for honorarium or remuneration, without prior written permission of the College
d. If you have participated in an Election of any kind without obtaining prior written permission from the College.
e. If you have indulged in passage of Confidential Information of the College, to any third party or otherwise, or have willfully and deliberately violated or have breached any policies or internal regulations and conduct guidelines of the College.

07. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment & continuation in service of the College is subject to your being declared and remaining medically fit by a Medical Officer or a Doctor specified by the College. The Management has the right to get you medically examined by a **Registered** Medical Practitioner, during the period of your service at your expenses. In case you are found medically unfit, College in its sole discretion may terminate your services by giving one month notice or one month Salary in lieu thereof.

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g. Keeping in view the academic ethics and the future of the students, you are expected not to leave or resign from your services in the mid of any session.
h. In addition to feedback and appraisal, your performance will be evaluated on the basis of set targets.
i. You will be present in the College at allotted work place during the working hours. You may also be required to devote time during the off hours/Sundays/Holidays etc. for curricular/co-curricular/extra-curricular work for which no additional compensation will be admissible
j. The College expects you to work with a high standard of ethical practices, initiative and efficiencies, during your employment. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the College and those in authority over you.

k. You agree to follow & comply with all the internal regulations, guidelines and policies of the College. You also accept the obligation to be in full compliance of all statutory laws & regulations for & on behalf of the College as may be so expected or desired including the Cyber, IPR & other laws so as not to in any manner prejudice the rights and interests of the College.
l. You will not, unless specifically authorized by your superior officer in writing, give any interview in any newspaper, magazine or write to press or media (print or electronic).

09. GENERAL:

a. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.

b. You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent by us to you, on your last recorded address / address as indicated above, shall be deemed to have been served upon you.

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

Please submit the following documents, if not submitted earlier.

1. Certificates in support of your educational and professional qualifications, experience, date of birth and other testimonials.
2. Three copies of your recent passport size photographs with light blue background.

Bhoyan Rathod, Gandhinagar

Ragih Ravindrabhai Shah

Training and Placement Cell

3. Relieving/ Experience letter from your last employer in case you are/were employed.
4. Copy of PAN Card.
5. Address Proof.
6. Medical Fitness Certificate

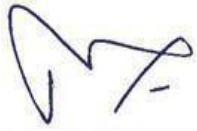
In case the above terms and conditions are acceptable to you, please sign a duplicate copy of this letter as a token of acceptance and submit the same to the undersigned for further processing.

We look forward to a long, successful and pleasant association.

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

Note: In case of any query post exit, kindly raise a request in the Communicate section on the **ReMember Portal (https://remember.techmahindra.com/loginpages/loginnew.aspx)** after Login (register using your GID 5 or 6 digit Associate ID while at Tech Mahindra / Mahindra Satyam)

Please write to **Verifications@TechMahindra.com** for any queries related to verification of your employment.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Tech Mahindra Limited
Infocity, Hi-tech City Layout,
Madhapur, Hyderabad 500081, India.
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com
Connect@techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN L64200MH1986PLCO41370

APPOINTMENT LETTER

To,
Dear Patel Jaimin Vinodbha

Dated: 10.02.2020

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01. Location: Your initial place of work will be Noida, U.P. location. However, you may be transferred to any of our locations anytime based on business need.

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Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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We look forward to a long, successful and pleasant association.

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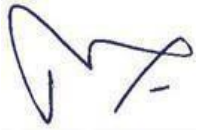
Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
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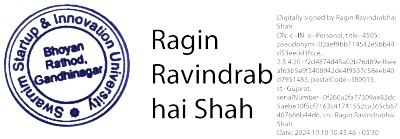

CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

16th-Dec-2019

Dear Patel Dhruvil,

CHIBBER CONSTRUCTIONS is excited to bring you on board as **"Assistant Site Engineer".**

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with CHIBBER CONSTRUCTIONS.

CHIBBER CONSTRUCTIONS is offering a full time position for you as **"Assistant Site Engineer",** reporting to Site Manager starting after 6"' Feb 2020.
In this position, CHIBBER CONSTRUCTIONS is offering to start you at a pay 2.4 LPA. You will be paid on a Monthly basis.

As part of your compensation, we're also offering Travelling Allowances and Accommodation.

Please indicate your agreement with these terms and accept this offer by signing and dating this Agreement on or before 21" Dec 2019.

Sincerely,

(Sign here for letters sent by mail)

Raman Sharma
HR Manager

Training and Placement Cell

Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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CHIBBER CONSTRUCTIONS

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APPOINTMENT LETTER

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Dear Patel Jaykumar,

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh

CHIBBER CONSTRUCTIONS

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APPOINTMENT LETTER

16th-Dec-2019

Dear Patel Vishwaben,

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Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh

CHIBBER CONSTRUCTIONS

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APPOINTMENT LETTER

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Himachal-Plot no-300, Dhar Khabai, Kinnaur, Himachal Pradesh

CHIBBER CONSTRUCTIONS

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APPOINTMENT LETTER

16th-Dec-2019

Dear Gadhvi Rajeshkumar,

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VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVETIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2019

Name of the Candidate: Prajapati Vishwesh
College: Swarrnim Startup & Innovation University
Location: Gandhinagar-Gujarat
Subject: Appointment Letter for the post of Site Assistant-Civil

Dear Prajapati Vishwesh,

With reference to your application and the interview you had with us on **21-November-2019**, we are pleased to offer you an assignment in our organization as "Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC) +Incentives.

You shall report for duty on 10th-January-2020.

Kindly submit the following at the time of joining:

a) Recent Passport size photo- 4
b) Copies and originals of your educational certificate and Identity proofs (Driving license, adhaarCard , Pan Card)
c) Relieving letter from your previous employer (For experienced)
d) Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on 10th-January-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer (If Applicable). In the absence of any of the above document, our AO of employment stand cancelled.

Place/Transfer: Your present place of work will be at our office Punjab (Moga), but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the two days. In this you shall understand the basic working of company and we shall check your knowledge Based on your performance your services will be confirmed with the company in written after one month.
During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Absence for a continuous period of three 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.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef9bb114542e5bb4d53ae4d1fcaa2:3:4:20:72d3487ad45a02b7ad89e3bae6fc838ddf5408942eb4f9b9f3f3ee4d4fc979f3:3:G, serialNumber=0f260a2a77359be82dc5a6e10f5cf7163c4174152c2a165cb074076668b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:43:46 +05'30'

Training and Placement Cell

Email:hr@vanshconstructions.in | **Website:**vanshconstructions.in | **Contact No :**7508817362

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial AO, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenure for the company.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

8. There Should not be any reappear/backlog at the time of joining .In that scenario the joining AO will be terminated immediately .We do not have any type of training/learning module for new joined candidates. We hope you are best at knowledge (theoretical and practical)

9. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card, Driving license and Photo.

Yours Faithfully,

Jasmeet Sharma

Jasmeet Sharma
CEO ,
Vansh Constructi
1963 STREET NO 10
DASHMESH NAGAR
MOGA Punjab 142001
E-mail: Hr@vanshconstructions.in

Training and Placement Cell

Ragin Ravindrabhai Shah

VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVETIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2019

Name of the Candidate: Savaliya Sagar Jaysukh
College: Swarrnim Startup & Innovation University
Location: Gandhinagar-Gujarat
Subject: Appointment Letter for the post of Site Assistant-Civil

Dear Savaliya Sagar,

With reference to your application and the interview you had with us on **21-November-2019**, we are pleased to offer you an assignment in our organization as "Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC) +Incentives.

You shall report for duty on 10th-January-2020.

Kindly submit the following at the time of joining:

a) Recent Passport size photo- 4
b) Copies and originals of your educational certificate and Identity proofs (Driving license, adhaarCard , Pan Card)
c) Relieving letter from your previous employer (For experienced)
d) Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on 10th-January-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer (If Applicable). In the absence of any of the above document, our AO of employment stand cancelled.

Place/Transfer: Your present place of work will be at our office Punjab (Moga), but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the two days. In this you shall understand the basic working of company and we shall check your knowledge Based on your performance your services will be confirmed with the company in written after one month.
During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Absence for a continuous period of three 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.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

Training and Placement Cell

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:43:46 +05'30'

Email:hr@vanshconstructions.in | **Website:**vanshconstructions.in | **Contact No :**7508817362

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2. You will be required to maintain utmost secrecy in respect of Project documents, commercial AO, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenure for the company.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

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Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card, Driving license and Photo.

Yours Faithfully,

Jasmeet Sharma

VANSH CONSTRUCTIONS

Jasmeet Sharma
CEO ,
Vansh Constructi
1963 STREET NO 10
DASHMESH NAGAR
MOGA Punjab 142001
E-mail: Hr@vanshconstructions.in

Training and Placement Cell

Ragin Ravindrabhai Shah

VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVETIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2019

Name of the Candidate: Shevale Kajal Sharad
College: Swarrnim Startup & Innovation University
Location: Gandhinagar-Gujarat
Subject: Appointment Letter for the post of Site Assistant-Civil

Dear Shevale Kajal,

With reference to your application and the interview you had with us on **21-November-2019**, we are pleased to offer you an assignment in our organization as "Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC) +Incentives.

You shall report for duty on 10th-January-2020.

Kindly submit the following at the time of joining:

a) Recent Passport size photo- 4
b) Copies and originals of your educational certificate and Identity proofs (Driving license, adhaarCard , Pan Card)
c) Relieving letter from your previous employer (For experienced)
d) Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on 10th-January-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer (If Applicable). In the absence of any of the above document, our AO of employment stand cancelled.

Place/Transfer: Your present place of work will be at our office Punjab (Moga), but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the two days. In this you shall understand the basic working of company and we shall check your knowledge Based on your performance your services will be confirmed with the company in written after one month.
During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

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Training and Placement Cell

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef9bb114542e5bb4d53ae4d1fcae2534420c72d4874d45a02b7bd89e3bae6f63822e8540894204e4f9e9b39ceb4d0d7f9, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:43:46 +05'30'

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4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

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Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card, Driving license and Photo.

Yours Faithfully,

Jasmeet Sharma

VANSH CONSTRUCTIONS

Jasmeet Sharma
CEO ,
Vansh Constructi
1963 STREET NO 10
DASHMESH NAGAR
MOGA Punjab 142001
E-mail: Hr@vanshconstructions.in

Training and Placement Cell

Ragin Ravindrabhai Shah

TEACHNOOK

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560034

OL No: TN830

28 December 2019

Dear **Rajput Raghvendra Rake**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with TEACHNOOK you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with TEACHNOOK:

Training Date: **21 January 2020 to 30 January 2020**

OJT Start Date: **31 January 2020**

OJT End Date: **30 July 2020**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2020.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

Hr@technook.com
Human Resources: +91 8951940482
Support: +91 6363433634

Training Policy

▪ By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.

▪ You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.

▪ During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.

▪ At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or 1 month notice period.

▪ All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.

▪ Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

▪ You will follow all policies and practices of our business.

▪ The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.

▪ Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training and Placement Cell

ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSCCode.

Please bring the original education certificates / mark sheets (10th or 12th).
NOTE:
{The document will remain with us for your entire training/employmentperiod. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated)}.

SIGNATURE:_____ DATE

(Candidate's Signature) _____

TEACHNOOK

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560034

OL No: TN832

28 December 2019

Dear **Shrimali Tejash Sanjayk**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with TEACHNOOK you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

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Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2020.**

Training and Placement Cell

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Hr@technook.com
Human Resources: +91 8951940482
Support: +91 6363433634

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

Training Policy

▪ By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.

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▪ During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.

▪ At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or 1 month notice period.

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▪ You will follow all policies and practices of our business.

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

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training and Placement Cell

Hr@technook.com
Human Resources: +91 8951940482
Support: +91 6363433634

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NOTE:
{The document will remain with us for your entire training/employmentperiod. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated)}.

SIGNATURE:_____ DATE

(Candidate's Signature) _____

TEACHNOOK

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560034

OL No: TN827

28 December 2019

Dear **Kshatriya Vinitsinh Amit**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with TEACHNOOK you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with TEACHNOOK:

Training Date: **21 January 2020 to 30 January 2020**

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OJT End Date: **30 July 2020**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2020.**

Training and Placement Cell

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Hr@technook.com
Human Resources: +91 8951940482
Support: +91 6363433634

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▪ You will follow all policies and practices of our business.

▪ The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.

▪ Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

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Human Resources: +91 8951940482
Support: +91 6363433634

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Please bring the original education certificates / mark sheets (10th or 12th).
NOTE:
{The document will remain with us for your entire training/employmentperiod. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated)}.

SIGNATURE:_____

(Candidate's Signature)

DA

DATE:_____

Training and Placement Cell

TEACHNOOK

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560034

OL No: TN831

28 December 2019

Dear **Rishikesh Raj Vijaykum**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with TEACHNOOK you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

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Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2020.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

Hr@technook.com
Human Resources: +91 8951940482
Support: +91 6363433634

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(Candidate's Signature)

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SIGNATURE:_____ DATE

(Candidate's Signature) _____

Ragin Ravindrabhai Shah

Training and Placement Cell

TEACHNOOK

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560034

OL No: TN826

28 December 2019

Dear **Arya Yuvraj Arunkumar**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with TEACHNOOK you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

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Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2020.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

Hr@technook.com
Human Resources: +91 8951940482
Support: +91 6363433634

Training Policy

▪ By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.

▪ You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.

▪ During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.

▪ At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or 1 month notice period.

▪ All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.

▪ Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

▪ You will follow all policies and practices of our business.

▪ The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.

▪ Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training and Placement Cell

Hr@technook.com
Human Resources: +91 8951940482
Support: +91 6363433634

ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSCCode.

Please bring the original education certificates / mark sheets (10th or 12th).
NOTE:
{The document will remain with us for your entire training/employmentperiod. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated)}.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

TEACHNOOK

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560034

OL No: TN829

28 December 2019

Dear **Patel Kishan Bharatbha**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with TEACHNOOK you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with TEACHNOOK:

Training Date: **21 January 2020 to 30 January 2020**

OJT Start Date: **31 January 2020**

OJT End Date: **30 July 2020**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2020.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

Hr@technook.com
Human Resources: +91 8951940482
Support: +91 6363433634

Training Policy

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▪ Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

▪ You will follow all policies and practices of our business.

▪ The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.

▪ Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE:_____

(Candidate's Signature)

Training and Placement Cell

DATE:_____

ANNEXURE

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NOTE:
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SIGNATURE:_____

(Candidate's Signature) _____

Training and Placement Cell

TEACHNOOK

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560034

OL No: TN831

28 December 2019

Dear **Rishikesh Raj Vijaykum**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with TEACHNOOK you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with TEACHNOOK:

Training Date: **21 January 2020 to 30 January 2020**

OJT Start Date: **31 January 2020**

OJT End Date: **30 July 2020**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2020.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

Hr@technook.com
Human Resources: +91 8951940482
Support: +91 6363433634

Training Policy

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▪ All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
▪ Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
▪ You will follow all policies and practices of our business.
▪ The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
▪ Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE:_____
(Candidate's Signature)

DATE:_____

Training and Placement Cell

ANNEXURE

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SIGNATURE:_____ DATE

(Candidate's Signature) _____

Training and Placement Cell

TEACHNOOK

#592, 3rd Block, Koramangala,
Bengaluru, Karnataka 560034

OL No: TN833

28 December 2019

Dear **Sodha Kuldipsinh Mayur**

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with TEACHNOOK you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with TEACHNOOK:

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OJT End Date: **30 July 2020**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives : INR **10000**

Target: **220000** INR per month.

Pre Placement Offer : **6 + 3 LPA (Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2020.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

Hr@technook.com
Human Resources: +91 8951940482
Support: +91 6363433634

Training Policy

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SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training and Placement Cell

Hr@technook.com
Human Resources: +91 8951940482
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- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSCCode.

Please bring the original education certificates / mark sheets (10th or 12th).
NOTE:
{The document will remain with us for your entire training/employmentperiod. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated)}.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Ragin Ravindrabhai Shah

Training and Placement Cell

homefirst
We'll take you home

Date: October 23, 2019

Dear Barot Sahil,

We are pleased to offer you a position of **Customer Service Executive, Under the Associate - Service Program** at **L1 Level** as per the following terms and conditions.

1. Place of Posting: Bangalore. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Customer Service, Sales Coordination, Collections-Support and Operations** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	**Rs** 90000
House Rent Allowance	**Rs** 75000
Mobile & Fuel Allowance	**Rs** 9000
Provident Fund	**Rs** 10800
Gross Salary	**Rs 184800**
Incentives	**Rs** 80000
CTC *	**Rs 264800**

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. You will be entitled to reimbursement of official calls on mobile phone and use of internet data card/wifi (At present this is **Rs. 9,000** p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Customer Service Executive are pegged at **Rs. 80,000** /- p.a)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving notice or in-lieu of such notice, a sum equal to the basic salary for the notice period.

7. Your **Date of Joining** shall be **February 1, 2020.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.

(Authorized Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date:_____ (Signature):

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

Training and Placement Cell

homefirst
We'll take you home

Date: October 23, 2019

Dear Vavdiya Shubham,

We are pleased to offer you a position of **Customer Service Executive, Under the Associate - Service Program** at **L1 Level** as per the following terms and conditions.

1. Place of Posting: Bangalore. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Customer Service, Sales Coordination, Collections-Support and Operations** for the company.

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Provident Fund	**Rs** 10800
Gross Salary	**Rs 184800**
Incentives	**Rs** 80000
CTC *	**Rs 264800**

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Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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5.4 You are expected to treat these terms of employment confidential.

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5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving notice or in-lieu of such notice, a sum equal to the basic salary for the notice period.

7. Your **Date of Joining** shall be **February 1, 2020.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.

(Authorized Signatory)

I have read the contents of the above offer and accept the same. I will join on

Date:_____ (Signature):

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

unschool.in

Dear **Patel Virenkumar,**

Subject : Appointment in the position of **Operations Executive**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **Edupolis Technologies Pvt. Ltd. (Unschool)** subject to the following terms and conditions.

AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on the **18th of June 2020** between

Edupolis Technologies Pvt Ltd., a company registered under the Companies Act, 2013 having its registered office at **Hyderabad** (hereinafter called the "**Company**") of the one part;

and

Patel Virenkumar (Hereinafter called the "**Employee**") of the other part.

WHEREAS

The Company is desirous of appointing **Patel Virenkumar** as its Operations Executive and the Employee has agreed to accept the appointment on the terms and conditions outlined herein below.

NOW THIS AGREEMENT WITNESSES as follows:

1. The monthly salary package of the Employee will be as per the terms mentioned in this letter. Based on the periodic reviews the Employee's compensation package may differ as per the compensation policy applicable to other employees of the Employee's category in the respective department.

2. The Employee shall perform such duties and exercise such powers, that may from time to time be assigned to or vested in him/her by the Company.

3. The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the Company.

4. The Employee shall confirm and comply with the directions of the Board of Directors of the Company from time to time. The Employee shall faithfully serve the Company to the best of his/her abilities and shall make his/her utmost endeavour to promote interests of the Company.

5. The Employee shall, agree to enter into an internship period of 6 months and will perform his/her office operations till the end of the period of the said period on a stipend and internship basis, post which the Employee will be given a full-time status in the company.

6. You will be based and working out of **Hyderabad** from the office location.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

7. The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's prior notice in writing to the Employee. Without prejudice to anything contained herein, the Company can terminate the Employee's contract any time if the Employee-

   · Commits any material or persistent breach of any of the provisions contained herein.

   · Be guilty of any default, misconduct or neglect in the discharge of his/ her duties affecting the business of the Company.

1. WORKING HOURS:

The standard working hours for the Employee will be 11:30 AM to 8:30 PM, 5-6 days in a week. In view of the Employee's position in the Company, the Employee shall effectively perform to ensure results and will be expected to work beyond the standard working hours to achieve the results, whenever the job so requires. Additionally, the Company may implement staggered work shifts, in rare cases of necessity. In such an event, the Employee shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

2. DATE OF JOINING:

As per discussions, the Employee will report to the Company on **1st August** at Office - **Address:** H.No. 1-11-251/3, Ground Floor, Behind Shoppers Stop, Begumpet, Hyderabad - 500016, Telangana.

3. INTERSHIP:

The Employee shall be on an internship basis for a period of **six months** from the date of joining the Company. The internship period of six months may on the sole discretion of the Company be further extended depending on the performance of the Employee (hereinafter referred to as "Extended Probation Period"). The employment will be deemed confirmed, unless otherwise communicated to Employee in writing for reasons not limited to performance. The Company reserves the right to terminate the tenure of the job on performance or behavioural grounds.

During the internship period for matters related to discipline or performance, the Company reserves the right to take action in accordance to the policy of the Company. The stipend during the month of internship will solely be dependent on performance with a base stipend being provided.

4. LEAVE:

The Employee will be entitled to a total of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year where not more than one day of leave can be redeemed per month. All National holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to the Employee.

5. NOTICE PERIOD; TERMINATION:

a) During the internship or the extended probation period, the Company may terminate the contract of employment by giving a written notice, to the other party. The Company reserves the right to terminate the employment by giving compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by the Employee, a **notice period** of **45 days (1.5 months)** is applicable.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

b) In the event the termination is initiated by the Employee without adhering to the notice period, the Company reserves the right to recover from the Employee upto 3 months' salary which is based on annual fixed compensation, in lieu of breaking the notice period contract which is established a period of 1.5 months, subject to the release date being approved by the Company.

c) Even when the termination is initiated by the Employee, in case of breach, the Company may, at its discretion, relieve the Employee from a date it may deem fit, at any time before expiration of the notice period (1.5 months from the date of acceptance of resignation by the Company). The Company will agree to the release date and salary payment in lieu of notice period. However, during the notice period, the Employee shall cooperate with the Company in ensuring smooth and proper hand-over of the Employee's responsibilities, failing, which the Company shall be, authorised to withhold/ forfeit the Employee's dues.

d) The Company may also terminate/ suspend the Employee's services immediately at its discretion at any time without giving any notice or amount in lieu of notice, if it has been alleged and prima facie established through preliminary internal enquiry that the Employee has committed

(i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
(ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws), or
(iii) other act that threatens or likely to damage Company's reputation, or
(iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies, or
(v) any activity leading to loss of business for the Company.

e) The Company also expects that the Employee voluntarily discloses details of any of the above acts to the Company at the time of joining or during the Employee's employment with the Company, as applicable, based on which the Company may terminate/ suspend the Employee's services at its discretion at any time immediately upon providing a written notice to the Employee.

6. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to the Employee as part of the Employee's salary every month. The components are as follows: Basic Pay, HRA, Internet, Special Allowance and Provident Fund.

The Employee has the flexibility of changing the amounts under each of the above mentioned heads, within his/ her BOA, according to the Employee's preferences and income tax plan.

7. NON DISCLOSURE AGREEMENT

During the Employee's employment, the Employee may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to "source code", "graphical assets", "source repositories", "technical documentation", "development binaries", "company internet accounts", etc.). By accepting this appointment, the Employee acknowledges that all of this information must be kept strictly confidential, and should not be used for the Employee's own purposes or disclosed to anyone outside the Company, unless authorised by the in writing by the Company. In addition, the Employee agrees that, upon termination of the employment (for any reason whatsoever), the Employee will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. The Employee agrees to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of the employment with the Company.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

8. NON COMPETE AND NON SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of **6 (six) months** from the termination/ expiry of this contract, as the case may be ("**Non-Compete Period**"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology.

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company.

The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this clause.

Continued...

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

9. EARNINGS

The Employee shall be joining as an Intern for a duration of 6 months where the salary would be based on the Employee's performance. A **base stipend of INR 7,500 per month** is provided to the the Employee during the internship period. Upon meeting the required targets, the Employee shall be receiving a stipend of **up to INR 15,000** i.e; extending anywhere between INR 10,000 to INR 15,000. After the Internship Period, based on the Employee's performance, the Company has the right to uphold or withdraw the employment offer.
The targets shall change every month at the sole discretion of the Company and will be communicated in the beginning of the month by the Employee's Head of Operations/ Direct Manager to the Employee.

Refer below for the split up of the salary structure for the full-time role (after the internship period) as an Operations Executive at Edupolis Technologies Pvt Ltd. (Unschool).

Name	DOJ	Designation
Patel Virenkumar	**1st August**	**Operations Executive**

Components	Per month (INR)	Annual (INR)
Base Salary	10,000	1,20,000
HRA	4,000	48,000
Telephone and Internet	2,000	24,000
Special Allowances	7,200	86,400
Provident Fund	1,800	21,600
Total	**25,000**	**3,00,000**
Deductions:		
PF Employee	1,800	
PF Employer	1,800	
PT	200	
Take home	**21,200**	

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Continued...

A Certificate and a Letter of Recommendation (LoR) will also be written in the Employee's favour by the Co Founder, if the Employee excels in his/ her role.

We hope you have a great learning experience with us and grow in the process of this role.

Thanking you.

Yours faithfully,
for Edupolis Technologies Pvt Ltd (Unschool)

EDUPOLIS TECHNOLOGIES PVT. LTD. HYD.

Rahul Varma
Co-Founder and CEO
Unschool.

Authorised Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____

Date: _____

Name: _____

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

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Dear **Singh Sumesh Rameshk,**

Subject : Appointment in the position of **Operations Executive**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **Edupolis Technologies Pvt. Ltd. (Unschool)** subject to the following terms and conditions.

AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on the **18th of December 2019** between

Edupolis Technologies Pvt Ltd., a company registered under the Companies Act, 2013 having its registered office at **Hyderabad** (hereinafter called the "**Company**") of the one part;

and

Singh Sumesh Rameshk(Hereinafter called the "**Employee**") of the other part.

WHEREAS

The Company is desirous of appointing **Singh Sumesh Rameshk** as its Operations Executive and the Employee has agreed to accept the appointment on the terms and conditions outlined herein below.

NOW THIS AGREEMENT WITNESSES as follows:

1. The monthly salary package of the Employee will be as per the terms mentioned in this letter. Based on the periodic reviews the Employee's compensation package may differ as per the compensation policy applicable to other employees of the Employee's category in the respective department.

2. The Employee shall perform such duties and exercise such powers, that may from time to time be assigned to or vested in him/her by the Company.

3. The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the Company.

4. The Employee shall confirm and comply with the directions of the Board of Directors of the Company from time to time. The Employee shall faithfully serve the Company to the best of his/her abilities and shall make his/her utmost endeavour to promote interests of the Company.

5. The Employee shall, agree to enter into an internship period of 6 months and will perform his/her office operations till the end of the period of the said period on a stipend and internship basis, post which the Employee will be given a full-time status in the company.

6. You will be based and working out of **Hyderabad** from the office location.

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Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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7. The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's prior notice in writing to the Employee. Without prejudice to anything contained herein, the Company can terminate the Employee's contract any time if the Employee-

   · Commits any material or persistent breach of any of the provisions contained herein.

   · Be guilty of any default, misconduct or neglect in the discharge of his/ her duties affecting the business of the Company.

1. WORKING HOURS:

The standard working hours for the Employee will be 11:30 AM to 8:30 PM, 5-6 days in a week. In view of the Employee's position in the Company, the Employee shall effectively perform to ensure results and will be expected to work beyond the standard working hours to achieve the results, whenever the job so requires. Additionally, the Company may implement staggered work shifts, in rare cases of necessity. In such an event, the Employee shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

2. DATE OF JOINING:

As per discussions, the Employee will report to the Company on **1st August** at Office - **Address:** H.No. 1-11-251/3, Ground Floor, Behind Shoppers Stop, Begumpet, Hyderabad - 500016, Telangana.

3. INTERSHIP:

The Employee shall be on an internship basis for a period of **six months** from the date of joining the Company. The internship period of six months may on the sole discretion of the Company be further extended depending on the performance of the Employee (hereinafter referred to as "Extended Probation Period"). The employment will be deemed confirmed, unless otherwise communicated to Employee in writing for reasons not limited to performance. The Company reserves the right to terminate the tenure of the job on performance or behavioural grounds.

During the internship period for matters related to discipline or performance, the Company reserves the right to take action in accordance to the policy of the Company. The stipend during the month of internship will solely be dependent on performance with a base stipend being provided.

4. LEAVE:

The Employee will be entitled to a total of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year where not more than one day of leave can be redeemed per month. All National holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to the Employee.

5. NOTICE PERIOD; TERMINATION:

a) During the internship or the extended probation period, the Company may terminate the contract of employment by giving a written notice, to the other party. The Company reserves the right to terminate the employment by giving compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by the Employee, a **notice period** of **45 days (1.5 months)** is applicable.

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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b) In the event the termination is initiated by the Employee without adhering to the notice period, the Company reserves the right to recover from the Employee upto 3 months' salary which is based on annual fixed compensation, in lieu of breaking the notice period contract which is established a period of 1.5 months, subject to the release date being approved by the Company.

c) Even when the termination is initiated by the Employee, in case of breach, the Company may, at its discretion, relieve the Employee from a date it may deem fit, at any time before expiration of the notice period (1.5 months from the date of acceptance of resignation by the Company). The Company will agree to the release date and salary payment in lieu of notice period. However, during the notice period, the Employee shall cooperate with the Company in ensuring smooth and proper hand-over of the Employee's responsibilities, failing, which the Company shall be, authorised to withhold/ forfeit the Employee's dues.

d) The Company may also terminate/ suspend the Employee's services immediately at its discretion at any time without giving any notice or amount in lieu of notice, if it has been alleged and prima facie established through preliminary internal enquiry that the Employee has committed

(i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
(ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws), or
(iii) other act that threatens or likely to damage Company's reputation, or
(iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies, or
(v) any activity leading to loss of business for the Company.

e) The Company also expects that the Employee voluntarily discloses details of any of the above acts to the Company at the time of joining or during the Employee's employment with the Company, as applicable, based on which the Company may terminate/ suspend the Employee's services at its discretion at any time immediately upon providing a written notice to the Employee.

6. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to the Employee as part of the Employee's salary every month. The components are as follows: Basic Pay, HRA, Internet, Special Allowance and Provident Fund.

The Employee has the flexibility of changing the amounts under each of the above mentioned heads, within his/ her BOA, according to the Employee's preferences and income tax plan.

7. NON DISCLOSURE AGREEMENT

During the Employee's employment, the Employee may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to "source code", "graphical assets", "source repositories", "technical documentation", "development binaries", "company internet accounts", etc.). By accepting this appointment, the Employee acknowledges that all of this information must be kept strictly confidential, and should not be used for the Employee's own purposes or disclosed to anyone outside the Company, unless authorised by the in writing by the Company. In addition, the Employee agrees that, upon termination of the employment (for any reason whatsoever), the Employee will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. The Employee agrees to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of the employment with the Company.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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8. NON COMPETE AND NON SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of **6 (six) months** from the termination/ expiry of this contract, as the case may be ("**Non-Compete Period**"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology.

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company.

The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this clause.

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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9. EARNINGS

The Employee shall be joining as an Intern for a duration of 6 months where the salary would be based on the Employee's performance. A **base stipend of INR 7,500 per month** is provided to the the Employee during the internship period. Upon meeting the required targets, the Employee shall be receiving a stipend of **up to INR 15,000** i.e; extending anywhere between INR 10,000 to INR 15,000. After the Internship Period, based on the Employee's performance, the Company has the right to uphold or withdraw the employment offer.
The targets shall change every month at the sole discretion of the Company and will be communicated in the beginning of the month by the Employee's Head of Operations/ Direct Manager to the Employee.

Refer below for the split up of the salary structure for the full-time role (after the internship period) as an Operations Executive at Edupolis Technologies Pvt Ltd. (Unschool).

Name	DOJ	Designation
Singh Sumesh Rameshk	**1st August**	**Operations Executive**

Components	Per month (INR)	Annual (INR)
Base Salary	10,000	1,20,000
HRA	4,000	48,000
Telephone and Internet	2,000	24,000
Special Allowances	2,200	26,400
Provident Fund	1,800	21,600
Total	**20,000**	**2,40,000**
Deductions:		
PF Employee	1,800	
PF Employer	1,800	
PT	200	
Take home	**16,200**	

Continued...

A Certificate and a Letter of Recommendation (LoR) will also be written in the Employee's favour by the Co Founder, if the Employee excels in his/ her role.

Training and Placement Cell

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Ragin Ravindrabhai Shah

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We hope you have a great learning experience with us and grow in the process of this role.

Thanking you.

Yours faithfully,
for Edupolis Technologies Pvt Ltd (Unschool)

Rahul Varma
Co-Founder and CEO
Unschool.

Authorised Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____

Date: _____

Name: _____

unschool.in

Dear **Mohammad Kamran Riyaz,**

Subject : Appointment in the position of **Operations Executive**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **Edupolis Technologies Pvt. Ltd. (Unschool)** subject to the following terms and conditions.

AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on the **18th of June 2020** between

Edupolis Technologies Pvt Ltd., a company registered under the Companies Act, 2013 having its registered office at **Hyderabad** (hereinafter called the "**Company**") of the one part;

and

Mohammad Kamran Riyaz (Hereinafter called the "**Employee**") of the other part.

unschool.in

Dear **Tiwari Shashank,**

Subject : Appointment in the position of **Operations Executive**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **Edupolis Technologies Pvt. Ltd. (Unschool)** subject to the following terms and conditions.

AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on the **18th of December 2019** between

Edupolis Technologies Pvt Ltd., a company registered under the Companies Act, 2013 having its registered office at **Hyderabad** (hereinafter called the "**Company**") of the one part;

and

Tiwari Shashank (Hereinafter called the "**Employee**") of the other part.WHEREAS

The Company is desirous of appointing **Tiwari Shashank** as its Operations Executive and the Employee has agreed to accept the appointment on the terms and conditions outlined herein below.

NOW THIS AGREEMENT WITNESSES as follows:

1. The monthly salary package of the Employee will be as per the terms mentioned in this letter. Based on the periodic reviews the Employee's compensation package may differ as per the compensation policy applicable to other employees of the Employee's category in the respective department.

2. The Employee shall perform such duties and exercise such powers, that may from time to time be assigned to or vested in him/her by the Company.

3. The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the Company.

4. The Employee shall confirm and comply with the directions of the Board of Directors of the Company from time to time. The Employee shall faithfully serve the Company to the best of his/her abilities and shall make his/her utmost endeavour to promote interests of the Company.

5. The Employee shall, agree to enter into an internship period of 6 months and will perform his/her office operations till the end of the period of the said period on a stipend and internship basis, post which the Employee will be given a full-time status in the company.

6. You will be based and working out of **Hyderabad** from the office location.

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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7. The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's prior notice in writing to the Employee. Without prejudice to anything contained herein, the Company can terminate the Employee's contract any time if the Employee-

   · Commits any material or persistent breach of any of the provisions contained herein.

   · Be guilty of any default, misconduct or neglect in the discharge of his/ her duties affecting the business of the Company.

1. WORKING HOURS:

The standard working hours for the Employee will be 11:30 AM to 8:30 PM, 5-6 days in a week. In view of the Employee's position in the Company, the Employee shall effectively perform to ensure results and will be expected to work beyond the standard working hours to achieve the results, whenever the job so requires. Additionally, the Company may implement staggered work shifts, in rare cases of necessity. In such an event, the Employee shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

2. DATE OF JOINING:

As per discussions, the Employee will report to the Company on **1st August** at Office - **Address:** H.No. 1-11-251/3, Ground Floor, Behind Shoppers Stop, Begumpet, Hyderabad - 500016, Telangana.

3. INTERSHIP:

The Employee shall be on an internship basis for a period of **six months** from the date of joining the Company. The internship period of six months may on the sole discretion of the Company be further extended depending on the performance of the Employee (hereinafter referred to as "Extended Probation Period"). The employment will be deemed confirmed, unless otherwise communicated to Employee in writing for reasons not limited to performance. The Company reserves the right to terminate the tenure of the job on performance or behavioural grounds.

During the internship period for matters related to discipline or performance, the Company reserves the right to take action in accordance to the policy of the Company. The stipend during the month of internship will solely be dependent on performance with a base stipend being provided.

4. LEAVE:

The Employee will be entitled to a total of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year where not more than one day of leave can be redeemed per month. All National holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to the Employee.

5. NOTICE PERIOD; TERMINATION:

a) During the internship or the extended probation period, the Company may terminate the contract of employment by giving a written notice, to the other party. The Company reserves the right to terminate the employment by giving compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by the Employee, a **notice period** of **45 days (1.5 months)** is applicable.

Training and Placement Cell

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b) In the event the termination is initiated by the Employee without adhering to the notice period, the Company reserves the right to recover from the Employee upto 3 months' salary which is based on annual fixed compensation, in lieu of breaking the notice period contract which is established a period of 1.5 months, subject to the release date being approved by the Company.

c) Even when the termination is initiated by the Employee, in case of breach, the Company may, at its discretion, relieve the Employee from a date it may deem fit, at any time before expiration of the notice period (1.5 months from the date of acceptance of resignation by the Company). The Company will agree to the release date and salary payment in lieu of notice period. However, during the notice period, the Employee shall cooperate with the Company in ensuring smooth and proper hand-over of the Employee's responsibilities, failing, which the Company shall be, authorised to withhold/ forfeit the Employee's dues.

d) The Company may also terminate/ suspend the Employee's services immediately at its discretion at any time without giving any notice or amount in lieu of notice, if it has been alleged and prima facie established through preliminary internal enquiry that the Employee has committed

(i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
(ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws), or
(iii) other act that threatens or likely to damage Company's reputation, or
(iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies, or
(v) any activity leading to loss of business for the Company.

e) The Company also expects that the Employee voluntarily discloses details of any of the above acts to the Company at the time of joining or during the Employee's employment with the Company, as applicable, based on which the Company may terminate/ suspend the Employee's services at its discretion at any time immediately upon providing a written notice to the Employee.

6. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to the Employee as part of the Employee's salary every month. The components are as follows: Basic Pay, HRA, Internet, Special Allowance and Provident Fund.

The Employee has the flexibility of changing the amounts under each of the above mentioned heads, within his/ her BOA, according to the Employee's preferences and income tax plan.

7. NON DISCLOSURE AGREEMENT

During the Employee's employment, the Employee may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to "source code", "graphical assets", "source repositories", "technical documentation", "development binaries", "company internet accounts", etc.). By accepting this appointment, the Employee acknowledges that all of this information must be kept strictly confidential, and should not be used for the Employee's own purposes or disclosed to anyone outside the Company, unless authorised by the in writing by the Company. In addition, the Employee agrees that, upon termination of the employment (for any reason whatsoever), the Employee will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. The Employee agrees to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of the employment with the Company.

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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8. NON COMPETE AND NON SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of **6 (six) months** from the termination/ expiry of this contract, as the case may be ("**Non-Compete Period**"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology.

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company.

The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this clause.

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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9. EARNINGS

The Employee shall be joining as an Intern for a duration of 6 months where the salary would be based on the Employee's performance. A **base stipend of INR 7,500 per month** is provided to the the Employee during the internship period. Upon meeting the required targets, the Employee shall be receiving a stipend of **up to INR 15,000** i.e; extending anywhere between INR 10,000 to INR 15,000. After the Internship Period, based on the Employee's performance, the Company has the right to uphold or withdraw the employment offer.
The targets shall change every month at the sole discretion of the Company and will be communicated in the beginning of the month by the Employee's Head of Operations/ Direct Manager to the Employee.

Refer below for the split up of the salary structure for the full-time role (after the internship period) as an Operations Executive at Edupolis Technologies Pvt Ltd. (Unschool).

Name	DOJ	Designation
Tiwari Shashank	**1st August**	**Operations Executive**

Components	Per month (INR)	Annual (INR)
Base Salary	10,000	1,20,000
HRA	4,000	48,000
Telephone and Internet	2,000	24,000
Special Allowances	2,200	26,400
Provident Fund	1,800	21,600
Total	**20,000**	**2,40,000**
Deductions:		
PF Employee	1,800	
PF Employer	1,800	
PT	200	
Take home	**16,200**	

Continued...

A Certificate and a Letter of Recommendation (LoR) will also be written in the Employee's favour by the Co Founder, if the Employee excels in his/ her role.

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

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We hope you have a great learning experience with us and grow in the process of this role.

Thanking you.

Yours faithfully,
for Edupolis Technologies Pvt Ltd (Unschool)

EDUPOLIS TECHNOLOGIES PVT. LTD. HYD.

Rahul Varma
Co-Founder and CEO
Unschool.

Authorised Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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unschool.in

Dear Patel Jay,

Subject : Appointment in the position of **Operations Executive**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **Edupolis Technologies Pvt. Ltd. (Unschool)** subject to the following terms and conditions.

AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on the **18th of December 2019** between

Edupolis Technologies Pvt Ltd., a company registered under the Companies Act, 2013 having its registered office at **Hyderabad** (hereinafter called the "**Company**") of the one part;

and

Patel Jay (Hereinafter called the "**Employee**") of the other part.WHEREAS

The Company is desirous of appointing **Patel Jay** as its Operations Executive and the Employee has agreed to accept the appointment on the terms and conditions outlined herein below.

NOW THIS AGREEMENT WITNESSES as follows:

1. The monthly salary package of the Employee will be as per the terms mentioned in this letter. Based on the periodic reviews the Employee's compensation package may differ as per the compensation policy applicable to other employees of the Employee's category in the respective department.

2. The Employee shall perform such duties and exercise such powers, that may from time to time be assigned to or vested in him/her by the Company.

3. The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the Company.

4. The Employee shall confirm and comply with the directions of the Board of Directors of the Company from time to time. The Employee shall faithfully serve the Company to the best of his/her abilities and shall make his/her utmost endeavour to promote interests of the Company.

5. The Employee shall, agree to enter into an internship period of 6 months and will perform his/her office operations till the end of the period of the said period on a stipend and internship basis, post which the Employee will be given a full-time status in the company.

6. You will be based and working out of **Hyderabad** from the office location.

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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7. The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's prior notice in writing to the Employee. Without prejudice to anything contained herein, the Company can terminate the Employee's contract any time if the Employee-

   · Commits any material or persistent breach of any of the provisions contained herein.

   · Be guilty of any default, misconduct or neglect in the discharge of his/ her duties affecting the business of the Company.

1. WORKING HOURS:

The standard working hours for the Employee will be 11:30 AM to 8:30 PM, 5-6 days in a week. In view of the Employee's position in the Company, the Employee shall effectively perform to ensure results and will be expected to work beyond the standard working hours to achieve the results, whenever the job so requires. Additionally, the Company may implement staggered work shifts, in rare cases of necessity. In such an event, the Employee shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

2. DATE OF JOINING:

As per discussions, the Employee will report to the Company on **1st August** at Office - **Address:** H.No. 1-11-251/3, Ground Floor, Behind Shoppers Stop, Begumpet, Hyderabad - 500016, Telangana.

3. INTERSHIP:

The Employee shall be on an internship basis for a period of **six months** from the date of joining the Company. The internship period of six months may on the sole discretion of the Company be further extended depending on the performance of the Employee (hereinafter referred to as "Extended Probation Period"). The employment will be deemed confirmed, unless otherwise communicated to Employee in writing for reasons not limited to performance. The Company reserves the right to terminate the tenure of the job on performance or behavioural grounds.

During the internship period for matters related to discipline or performance, the Company reserves the right to take action in accordance to the policy of the Company. The stipend during the month of internship will solely be dependent on performance with a base stipend being provided.

4. LEAVE:

The Employee will be entitled to a total of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year where not more than one day of leave can be redeemed per month. All National holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to the Employee.

5. NOTICE PERIOD; TERMINATION:

a) During the internship or the extended probation period, the Company may terminate the contract of employment by giving a written notice, to the other party. The Company reserves the right to terminate the employment by giving compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by the Employee, a **notice period** of **45 days (1.5 months)** is applicable.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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b) In the event the termination is initiated by the Employee without adhering to the notice period, the Company reserves the right to recover from the Employee upto 3 months' salary which is based on annual fixed compensation, in lieu of breaking the notice period contract which is established a period of 1.5 months, subject to the release date being approved by the Company.

c) Even when the termination is initiated by the Employee, in case of breach, the Company may, at its discretion, relieve the Employee from a date it may deem fit, at any time before expiration of the notice period (1.5 months from the date of acceptance of resignation by the Company). The Company will agree to the release date and salary payment in lieu of notice period. However, during the notice period, the Employee shall cooperate with the Company in ensuring smooth and proper hand-over of the Employee's responsibilities, failing, which the Company shall be, authorised to withhold/ forfeit the Employee's dues.

d) The Company may also terminate/ suspend the Employee's services immediately at its discretion at any time without giving any notice or amount in lieu of notice, if it has been alleged and prima facie established through preliminary internal enquiry that the Employee has committed

(i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
(ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws), or
(iii) other act that threatens or likely to damage Company's reputation, or
(iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies, or
(v) any activity leading to loss of business for the Company.

e) The Company also expects that the Employee voluntarily discloses details of any of the above acts to the Company at the time of joining or during the Employee's employment with the Company, as applicable, based on which the Company may terminate/ suspend the Employee's services at its discretion at any time immediately upon providing a written notice to the Employee.

6. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to the Employee as part of the Employee's salary every month. The components are as follows: Basic Pay, HRA, Internet, Special Allowance and Provident Fund.

The Employee has the flexibility of changing the amounts under each of the above mentioned heads, within his/ her BOA, according to the Employee's preferences and income tax plan.

7. NON DISCLOSURE AGREEMENT

During the Employee's employment, the Employee may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to "source code", "graphical assets", "source repositories", "technical documentation", "development binaries", "company internet accounts", etc.). By accepting this appointment, the Employee acknowledges that all of this information must be kept strictly confidential, and should not be used for the Employee's own purposes or disclosed to anyone outside the Company, unless authorised by the in writing by the Company. In addition, the Employee agrees that, upon termination of the employment (for any reason whatsoever), the Employee will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. The Employee agrees to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of the employment with the Company.

Training and Placement Cell

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8. NON COMPETE AND NON SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of **6 (six) months** from the termination/ expiry of this contract, as the case may be ("**Non-Compete Period**"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology.

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company.

The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this clause.

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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9. EARNINGS

The Employee shall be joining as an Intern for a duration of 6 months where the salary would be based on the Employee's performance. A **base stipend of INR 7,500 per month** is provided to the the Employee during the internship period. Upon meeting the required targets, the Employee shall be receiving a stipend of **up to INR 15,000** i.e; extending anywhere between INR 10,000 to INR 15,000. After the Internship Period, based on the Employee's performance, the Company has the right to uphold or withdraw the employment offer.
The targets shall change every month at the sole discretion of the Company and will be communicated in the beginning of the month by the Employee's Head of Operations/ Direct Manager to the Employee.

Refer below for the split up of the salary structure for the full-time role (after the internship period) as an Operations Executive at Edupolis Technologies Pvt Ltd. (Unschool).

Name	DOJ	Designation
Patel Jay	**1st August**	**Operations Executive**

Components	Per month (INR)	Annual (INR)
Base Salary	10,000	1,20,000
HRA	4,000	48,000
Telephone and Internet	2,000	24,000
Special Allowances	2,200	26,400
Provident Fund	1,800	21,600
Total	**20,000**	**2,40,000**
Deductions:		
PF Employee	1,800	
PF Employer	1,800	
PT	200	
Take home	**16,200**	

Training and Placement Cell

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Continued...

A Certificate and a Letter of Recommendation (LoR) will also be written in the Employee's favour by the Co Founder, if the Employee excels in his/ her role.

We hope you have a great learning experience with us and grow in the process of this role.

Thanking you.

Yours faithfully,
for Edupolis Technologies Pvt Ltd (Unschool)

EDUPOLIS TECHNOLOGIES PVT. LTD. HYD.

Rahul Varma
Co-Founder and CEO
Unschool.

Authorised Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____

Date: _____

Name: _____

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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unschool.in

Dear **Shinde Paritosh,**

Subject : Appointment in the position of **Operations Executive**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in **Edupolis Technologies Pvt. Ltd. (Unschool)** subject to the following terms and conditions.

AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on the **18th of June 2020** between

Edupolis Technologies Pvt Ltd., a company registered under the Companies Act, 2013 having its registered office at **Hyderabad** (hereinafter called the "**Company**") of the one part;

and

Shinde Paritosh (Hereinafter called the "**Employee**") of the other part.WHEREAS

The Company is desirous of appointing **Shinde Paritosh** as its Operations Executive and the Employee has agreed to accept the appointment on the terms and conditions outlined herein below.

NOW THIS AGREEMENT WITNESSES as follows:

1. The monthly salary package of the Employee will be as per the terms mentioned in this letter. Based on the periodic reviews the Employee's compensation package may differ as per the compensation policy applicable to other employees of the Employee's category in the respective department.

2. The Employee shall perform such duties and exercise such powers, that may from time to time be assigned to or vested in him/her by the Company.

3. The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the Company.

4. The Employee shall confirm and comply with the directions of the Board of Directors of the Company from time to time. The Employee shall faithfully serve the Company to the best of his/her abilities and shall make his/her utmost endeavour to promote interests of the Company.

5. The Employee shall, agree to enter into an internship period of 6 months and will perform his/her office operations till the end of the period of the said period on a stipend and internship basis, post which the Employee will be given a full-time status in the company.

6. You will be based and working out of **Hyderabad** from the office location.

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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7. The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's prior notice in writing to the Employee. Without prejudice to anything contained herein, the Company can terminate the Employee's contract any time if the Employee-

   · Commits any material or persistent breach of any of the provisions contained herein.

   · Be guilty of any default, misconduct or neglect in the discharge of his/ her duties affecting the business of the Company.

1. WORKING HOURS:

The standard working hours for the Employee will be 11:30 AM to 8:30 PM, 5-6 days in a week. In view of the Employee's position in the Company, the Employee shall effectively perform to ensure results and will be expected to work beyond the standard working hours to achieve the results, whenever the job so requires. Additionally, the Company may implement staggered work shifts, in rare cases of necessity. In such an event, the Employee shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

2. DATE OF JOINING:

As per discussions, the Employee will report to the Company on **1st August** at Office - **Address:** H.No. 1-11-251/3, Ground Floor, Behind Shoppers Stop, Begumpet, Hyderabad - 500016, Telangana.

3. INTERSHIP:

The Employee shall be on an internship basis for a period of **six months** from the date of joining the Company. The internship period of six months may on the sole discretion of the Company be further extended depending on the performance of the Employee (hereinafter referred to as "Extended Probation Period"). The employment will be deemed confirmed, unless otherwise communicated to Employee in writing for reasons not limited to performance. The Company reserves the right to terminate the tenure of the job on performance or behavioural grounds.

During the internship period for matters related to discipline or performance, the Company reserves the right to take action in accordance to the policy of the Company. The stipend during the month of internship will solely be dependent on performance with a base stipend being provided.

4. LEAVE:

The Employee will be entitled to a total of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year where not more than one day of leave can be redeemed per month. All National holidays will be holidays for all employees. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to the Employee.

5. NOTICE PERIOD; TERMINATION:

a) During the internship or the extended probation period, the Company may terminate the contract of employment by giving a written notice, to the other party. The Company reserves the right to terminate the employment by giving compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by the Employee, a **notice period** of **45 days (1.5 months)** is applicable.

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b) In the event the termination is initiated by the Employee without adhering to the notice period, the Company reserves the right to recover from the Employee upto 3 months' salary which is based on annual fixed compensation, in lieu of breaking the notice period contract which is established a period of 1.5 months, subject to the release date being approved by the Company.

c) Even when the termination is initiated by the Employee, in case of breach, the Company may, at its discretion, relieve the Employee from a date it may deem fit, at any time before expiration of the notice period (1.5 months from the date of acceptance of resignation by the Company). The Company will agree to the release date and salary payment in lieu of notice period. However, during the notice period, the Employee shall cooperate with the Company in ensuring smooth and proper hand-over of the Employee's responsibilities, failing, which the Company shall be, authorised to withhold/ forfeit the Employee's dues.

d) The Company may also terminate/ suspend the Employee's services immediately at its discretion at any time without giving any notice or amount in lieu of notice, if it has been alleged and prima facie established through preliminary internal enquiry that the Employee has committed

(i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
(ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws), or
(iii) other act that threatens or likely to damage Company's reputation, or
(iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies, or
(v) any activity leading to loss of business for the Company.

e) The Company also expects that the Employee voluntarily discloses details of any of the above acts to the Company at the time of joining or during the Employee's employment with the Company, as applicable, based on which the Company may terminate/ suspend the Employee's services at its discretion at any time immediately upon providing a written notice to the Employee.

6. BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to the Employee as part of the Employee's salary every month. The components are as follows: Basic Pay, HRA, Internet, Special Allowance and Provident Fund.

The Employee has the flexibility of changing the amounts under each of the above mentioned heads, within his/ her BOA, according to the Employee's preferences and income tax plan.

7. NON DISCLOSURE AGREEMENT

During the Employee's employment, the Employee may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to "source code", "graphical assets", "source repositories", "technical documentation", "development binaries", "company internet accounts", etc.). By accepting this appointment, the Employee acknowledges that all of this information must be kept strictly confidential, and should not be used for the Employee's own purposes or disclosed to anyone outside the Company, unless authorised by the in writing by the Company. In addition, the Employee agrees that, upon termination of the employment (for any reason whatsoever), the Employee will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. The Employee agrees to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of the employment with the Company.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

8. NON COMPETE AND NON SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of **6 (six) months** from the termination/ expiry of this contract, as the case may be ("**Non-Compete Period**"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology.

The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company.

The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this clause.

Continued...

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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9. EARNINGS

The Employee shall be joining as an Intern for a duration of 6 months where the salary would be based on the Employee's performance. A **base stipend of INR 7,500 per month** is provided to the the Employee during the internship period. Upon meeting the required targets, the Employee shall be receiving a stipend of **up to INR 15,000** i.e; extending anywhere between INR 10,000 to INR 15,000. After the Internship Period, based on the Employee's performance, the Company has the right to uphold or withdraw the employment offer.
The targets shall change every month at the sole discretion of the Company and will be communicated in the beginning of the month by the Employee's Head of Operations/ Direct Manager to the Employee.

Refer below for the split up of the salary structure for the full-time role (after the internship period) as an Operations Executive at Edupolis Technologies Pvt Ltd. (Unschool).

Name	DOJ	Designation
Shinde Paritosh	**1st August**	**Operations Executive**

Components	Per month (INR)	Annual (INR)
Base Salary	10,000	1,20,000
HRA	4,000	48,000
Telephone and Internet	2,000	24,000
Special Allowances	7,200	86,400
Provident Fund	1,800	21,600
Total	**25,000**	**3,00,000**
Deductions:		
PF Employee	1,800	
PF Employer	1,800	
PT	200	
Take home	**21,200**	

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

Continued...

A Certificate and a Letter of Recommendation (LoR) will also be written in the Employee's favour by the Co Founder, if the Employee excels in his/ her role.

We hope you have a great learning experience with us and grow in the process of this role.

Thanking you.

Yours faithfully,
for Edupolis Technologies Pvt Ltd (Unschool)

EDUPOLIS TECHNOLOGIES PVT. LTD. HYD.

Rahul Varma
Co-Founder and CEO
Unschool.

Authorised Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed: _____

Date: _____

Name: _____

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/12/2019

To,
Yadav Aswinkumar

We are pleased to offer you the position of **Trainee Civil Engineer** at **Pawan Construction Co.**, effective from 10th February 2020. This opportunity is based on the successful completion of your academic requirements in Civil Engineering.

As a Trainee Civil Engineer, you will be involved in key projects that align with your area of study, including project management, site supervision. You will work closely with experienced professionals, gaining practical experience to complement your academic knowledge.

Compensation Package:

- Salary: 2.4 lakh per annum.
- Benefits: Health insurance, Retirement plans and Travel allowance.

Job Responsibilities:

- Design and oversee construction projects, ensuring compliance with safety and building regulations.
- Collaborate with architects, contractors, and other professionals to deliver high-quality projects.
- Conduct site inspections and prepare reports on project progress.
- Utilize software and tools for modeling and project management.

Please confirm your acceptance by signing and returning a copy of this letter by 25th December 2019. We look forward to your contributions and to a mutually beneficial working relationship.

Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell

A-1, 404, R.N.A. Park, Vasinaka, R.C. Marg, Chembur, Mumbai - 400 074. Cell: 8655670918 / 6306537558 • E-mail: pawancc2011@gmai1.com

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/12/2019

To,
Patel Prins Vasudevbh

We are pleased to offer you the position of **Trainee Civil Engineer** at **Pawan Construction Co.**, effective from 10th February 2020. This opportunity is based on the successful completion of your academic requirements in Civil Engineering.

As a Trainee Civil Engineer, you will be involved in key projects that align with your area of study, including project management, site supervision. You will work closely with experienced professionals, gaining practical experience to complement your academic knowledge.

Compensation Package:

- Salary: 2.4 lakh per annum.
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Job Responsibilities:

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- Conduct site inspections and prepare reports on project progress.
- Utilize software and tools for modeling and project management.

Please confirm your acceptance by signing and returning a copy of this letter by 25th December 2019. We look forward to your contributions and to a mutually beneficial working relationship.

Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell

A-1, 404, R.N.A. Park, Vasinaka, R.C. Marg, Chembur, Mumbai - 400 074. Cell: 8655670918 / 6306537558 • E-mail: pawancc2011@gmai1.com

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/12/2019

To,
Patel Ankit Hirenrabha

We are pleased to offer you the position of **Trainee Civil Engineer** at **Pawan Construction Co.**, effective from 10th February 2020. This opportunity is based on the successful completion of your academic requirements in Civil Engineering.

As a Trainee Civil Engineer, you will be involved in key projects that align with your area of study, including project management, site supervision. You will work closely with experienced professionals, gaining practical experience to complement your academic knowledge.

Compensation Package:

- Salary: 2.4 lakh per annum.
- Benefits: Health insurance, Retirement plans and Travel allowance.

Job Responsibilities:

- Design and oversee construction projects, ensuring compliance with safety and building regulations.
- Collaborate with architects, contractors, and other professionals to deliver high-quality projects.
- Conduct site inspections and prepare reports on project progress.
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Please confirm your acceptance by signing and returning a copy of this letter by 25th December 2019. We look forward to your contributions and to a mutually beneficial working relationship.

Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell

A-1, 404, R.N.A. Park, Vasinaka, R.C. Marg, Chembur, Mumbai - 400 074. Cell: 8655670918 / 6306537558 • E-mail: pawancc2011@gmai1.com

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

homefirst
We'll take you home

Date: October 23, 2019

Dear Prajapati Riken,

We are pleased to offer you a position of **Customer Service Executive, Under the Associate - Service Program** at **L1 Level** as per the following terms and conditions.

1. Place of Posting: Bangalore. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Customer Service, Sales Coordination, Collections-Support and Operations** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	**Rs** 90000
House Rent Allowance	**Rs** 75000
Mobile & Fuel Allowance	**Rs** 9000
Provident Fund	**Rs** 10800
Gross Salary	**Rs 184800**
Incentives	**Rs** 80000
CTC *	**Rs 264800**

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. You will be entitled to reimbursement of official calls on mobile phone and use of internet data card/wifi (At present this is **Rs. 9,000** p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Customer Service Executive are pegged at **Rs. 80,000** /- p.a)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving notice or in-lieu of such notice, a sum equal to the basic salary for the notice period.

7. Your **Date of Joining** shall be **February 1, 2020.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.

(Authorized Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date:_____ (Signature):

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/12/2019

To,
Mali Nisarg Kantibhai

We are pleased to offer you the position of **Trainee Civil Engineer** at **Pawan Construction Co.**, effective from 10th February 2020. This opportunity is based on the successful completion of your academic requirements in Civil Engineering.

As a Trainee Civil Engineer, you will be involved in key projects that align with your area of study, including project management, site supervision. You will work closely with experienced professionals, gaining practical experience to complement your academic knowledge.

Compensation Package:

- Salary: 2.4 lakh per annum.
- Benefits: Health insurance, Retirement plans and Travel allowance.

Job Responsibilities:

- Design and oversee construction projects, ensuring compliance with safety and building regulations.
- Collaborate with architects, contractors, and other professionals to deliver high-quality projects.
- Conduct site inspections and prepare reports on project progress.
- Utilize software and tools for modeling and project management.

Please confirm your acceptance by signing and returning a copy of this letter by 25th December 2019. We look forward to your contributions and to a mutually beneficial working relationship.

Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell

A-1, 404, R.N.A. Park, Vasinaka, R.C. Marg, Chembur, Mumbai - 400 074. Cell: 8655670918 / 6306537558 • E-mail: pawancc2011@gmai1.com

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/12/2019

To,
Patel Raj Darpanbhai

We are pleased to offer you the position of **Trainee Civil Engineer** at **Pawan Construction Co.**, effective from 10th February 2020. This opportunity is based on the successful completion of your academic requirements in Civil Engineering.

As a Trainee Civil Engineer, you will be involved in key projects that align with your area of study, including project management, site supervision. You will work closely with experienced professionals, gaining practical experience to complement your academic knowledge.

Compensation Package:

- Salary: 2.4 lakh per annum.
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Job Responsibilities:

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- Collaborate with architects, contractors, and other professionals to deliver high-quality projects.
- Conduct site inspections and prepare reports on project progress.
- Utilize software and tools for modeling and project management.

Please confirm your acceptance by signing and returning a copy of this letter by 25th December 2019. We look forward to your contributions and to a mutually beneficial working relationship.

Sincerely,

Training and Placement Cell

Shushant Kumar
Pawan Construction & Co.

A-1, 404, R.N.A. Park, Vasinaka, R.C. Marg, Chembur, Mumbai - 400 074. Cell: 8655670918 / 6306537558 • E-mail: pawancc2011@gmai1.com

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

PRA JI Project LLP
Thaltej-Ahemdabad
Date – 20/11/2019

Subject: Appointment as DET – Electrical Projects

Dear Satapara Hetkumar,

We are pleased to offer you the position of **Diploma Trainee Engineer (GET) – Electrical Projects** at **PRA JI Project LLP** Your role will be critical in leading and managing electrical projects from initiation through to completion, ensuring they meet our quality standards, deadlines, and budgetary requirements.

Key Responsibilities:

- Overseeing all phases of electrical projects, from planning and design to execution and handover.
- Managing project teams, including engineers, technicians, and contractors.
- Coordinating with clients, vendors, and stakeholders to ensure project goals are met.
- Preparing and managing budgets, timelines, and project documentation.
- Ensuring compliance with safety regulations and electrical codes.

Your employment will commence on **1st of January 2020**, you will report directly to **Senior Engineer.**

We are pleased to offer you a competitive annual compensation package of **2.6 Lpa**, which includes health benefits, performance bonuses, and other perks as per company policy. Details of your employment, including terms and conditions, are attached for your reference.

Please review the attached document, sign and return the copy by **30th November 2019** to confirm your acceptance of this offer.

We are excited to have you join our team and are confident that your leadership and expertise will contribute significantly to our ongoing and upcoming projects.

Welcome aboard!

Best regards,

Pankaj Barot
HR Manager
PRA JI Project LLP

Training and Placement Cell

PRA JI Project LLP
Thaltej-Ahemdabad
Date – 20/11/2019

Subject: Appointment as DET – Electrical Projects

Dear Patel Vishal,

We are pleased to offer you the position of **Diploma Trainee Engineer (GET) – Electrical Projects** at **PRA JI Project LLP** Your role will be critical in leading and managing electrical projects from initiation through to completion, ensuring they meet our quality standards, deadlines, and budgetary requirements.

Key Responsibilities:

- Overseeing all phases of electrical projects, from planning and design to execution and handover.
- Managing project teams, including engineers, technicians, and contractors.
- Coordinating with clients, vendors, and stakeholders to ensure project goals are met.
- Preparing and managing budgets, timelines, and project documentation.
- Ensuring compliance with safety regulations and electrical codes.

Your employment will commence on **1st of January 2020**, you will report directly to **Senior Engineer.**

We are pleased to offer you a competitive annual compensation package of **2.6 Lpa**, which includes health benefits, performance bonuses, and other perks as per company policy. Details of your employment, including terms and conditions, are attached for your reference.

Please review the attached document, sign and return the copy by **30th November 2019** to confirm your acceptance of this offer.

We are excited to have you join our team and are confident that your leadership and expertise will contribute significantly to our ongoing and upcoming projects.

Welcome aboard!

Best regards,

Pankaj Barot
HR Manager
PRA JI Project LLP

Training and Placement Cell

Ragin Ravindrabhai Shah
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204, Dev Aditya Arcade, Opp. Silver Square Complex, Nr. Bagban Party Plot, Thaltej-Silaj Road, Thaltej, Ahmedabad - 380058 +91 7935907290 | prajiprojects@gmail.com

PRA JI Project LLP
Thaltej-Ahemdabad
Date – 20/11/2019

Subject: Appointment as DET – Electrical Projects

Dear Raol Dhanapalsinh,

We are pleased to offer you the position of **Diploma Trainee Engineer (GET) – Electrical Projects** at **PRA JI Project LLP** Your role will be critical in leading and managing electrical projects from initiation through to completion, ensuring they meet our quality standards, deadlines, and budgetary requirements.

Key Responsibilities:

- Overseeing all phases of electrical projects, from planning and design to execution and handover.
- Managing project teams, including engineers, technicians, and contractors.
- Coordinating with clients, vendors, and stakeholders to ensure project goals are met.
- Preparing and managing budgets, timelines, and project documentation.
- Ensuring compliance with safety regulations and electrical codes.

Your employment will commence on **1st of January 2020**, you will report directly to **Senior Engineer.**

We are pleased to offer you a competitive annual compensation package of **2.6 Lpa**, which includes health benefits, performance bonuses, and other perks as per company policy. Details of your employment, including terms and conditions, are attached for your reference.

Please review the attached document, sign and return the copy by **30th November 2019** to confirm your acceptance of this offer.

We are excited to have you join our team and are confident that your leadership and expertise will contribute significantly to our ongoing and upcoming projects.

Welcome aboard!

Best regards,

Pankaj Barot
HR Manager
PRA JI Project LLP

Training and Placement Cell

PRA JI Project LLP
Thaltej-Ahemdabad
Date – 20/11/2019

Subject: Appointment as DET – Electrical Projects

Dear Prajapati Rajesh,

We are pleased to offer you the position of **Diploma Trainee Engineer (GET) – Electrical Projects** at **PRA JI Project LLP** Your role will be critical in leading and managing electrical projects from initiation through to completion, ensuring they meet our quality standards, deadlines, and budgetary requirements.

Key Responsibilities:

- Overseeing all phases of electrical projects, from planning and design to execution and handover.
- Managing project teams, including engineers, technicians, and contractors.
- Coordinating with clients, vendors, and stakeholders to ensure project goals are met.
- Preparing and managing budgets, timelines, and project documentation.
- Ensuring compliance with safety regulations and electrical codes.

Your employment will commence on **1st of January 2020**, you will report directly to **Senior Engineer.**

We are pleased to offer you a competitive annual compensation package of **2.6 Lpa**, which includes health benefits, performance bonuses, and other perks as per company policy. Details of your employment, including terms and conditions, are attached for your reference.

Please review the attached document, sign and return the copy by **30th November 2019** to confirm your acceptance of this offer.

We are excited to have you join our team and are confident that your leadership and expertise will contribute significantly to our ongoing and upcoming projects.

Welcome aboard!

Best regards,

Pankaj Barot
HR Manager
PRA JI Project LLP

Training and Placement Cell

homefirst
We'll take you home

Date: October 23, 2019

Dear Prajapati Anilkumar,

We are pleased to offer you a position of **Customer Service Executive, Under the Associate - Service Program** at **L1 Level** as per the following terms and conditions.

1. Place of Posting: Bangalore. Your final location would be confirmed at the time of joining. The Company has pan India operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Customer Service, Sales Coordination, Collections-Support and Operations** for the company.

2. Working hours: Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

3. Probation: You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	**Rs** 90000
House Rent Allowance	**Rs** 75000
Mobile & Fuel Allowance	**Rs** 9000
Provident Fund	**Rs** 10800
Gross Salary	**Rs 184800**
Incentives	**Rs** 80000
CTC *	**Rs 264800**

*Insurance is a company paid benefit which is over and above your CTC

4.2. Allowances:

4.2.1. You will be entitled to reimbursement of official calls on mobile phone and use of internet data card/wifi (At present this is **Rs. 9,000** p.a.)

4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

4.3.1. You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

4.3.2. You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Customer Service Executive are pegged at **Rs. 80,000** /- p.a)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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4.3.3. You will be covered under the group medical and accident insurance policies of the company

5. General:

5.1 You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.

5.2 You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

5.3 You will not engage yourself, in any business of your own or any other business/employment.

5.4 You are expected to treat these terms of employment confidential.

5.5 Breach of any of the above conditions will render you liable for termination of your employment without notice.

5.6 Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

6. Notice Period: Either party shall be entitled to terminate the said employment by giving notice or in-lieu of such notice, a sum equal to the basic salary for the notice period.

7. Your **Date of Joining** shall be **February 1, 2020.**

8. Acceptance: Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

For Home First Finance Company India Ltd.

(Authorized Signatory)

I have read the contents of the above offer and accept the same. I will join on _____.

Date:_____ (Signature):

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July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Chavda Paresh Gorkal

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Ragin Ravindrabhai Shah

Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Chavda Paresh Gorkal

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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IBM CONFIDENTIAL

ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Chavda Paresh Gorkal*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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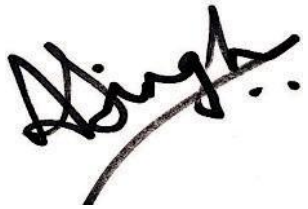
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

Ragin Ravindrabhai Shah

Training and Placement Cell

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Ragin Ravindrabhai Shah

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Chavda Paresh Gorkal,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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Ragin Ravindrabhai Shah

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IBM CONFIDENTIAL

ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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Ragin Ravindrabhai Shah

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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Ragin Ravindrabhai Shah

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Desai Saurabhkumar S

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Ragin Ravindrabhai Shah

Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Desai Saurabhkumar S

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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Ragin Ravindrabhai Shah

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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Desai Saurabhkumar S*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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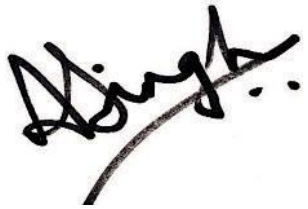
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Desai Saurabhkumar S,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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Ragin Ravindrabhai Shah

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Gupta Gunjan Sanjay

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Training and Placement Cell

Ragin Ravindrabhai Shah

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Gupta Gunjan Sanjay

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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Ragin Ravindrabhai Shah

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Gupta Gunjan Sanjay*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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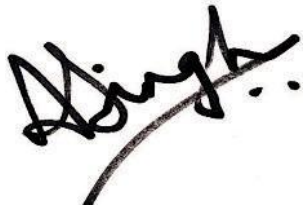
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

Ragin Ravindrabhai Shah

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Gupta Gunjan Sanjay,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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Ragin Ravindrabhai Shah

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Kagzi Mohmmad Irfan

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Ragin Ravindrabhai Shah

Training and Placement Cell

July 25, 2020

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Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Kagzi Mohmmad Irfan

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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IBM CONFIDENTIAL

ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Kagzi Mohmmad Irfan*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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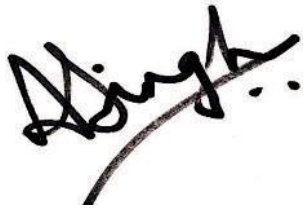
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Ragin Ravindrabhai Shah

Training and Placement Cell

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Kagzi Mohmmad Irfan,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Lalani Vidhi Bipinkum

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Lalani Vidhi Bipinkum

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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IBM CONFIDENTIAL

ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Lalani Vidhi Bipinkum*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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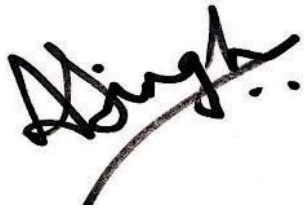
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Ragin Ravindrabhai Shah

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Lalani Vidhi Bipinkum,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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IBM CONFIDENTIAL

ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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Ragin Ravindrabhai Shah

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Ragin Ravindrabhai Shah
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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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Ragin Ravindrabhai Shah

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Modi Ankitabahen Dil

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Ragin Ravindrabhai Shah

Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Modi Ankitabahen Dil

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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Ragin Ravindrabhai Shah

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Training and Placement Cell

- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Modi Ankitabahen Dil*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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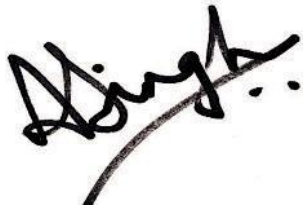
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Ragin Ravindrabhai Shah

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

Ragin Ravindrabhai Shah

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Training and Placement Cell

Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Modi Ankitabahen Dil,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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Ragin Ravindrabhai Shah

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

Ragin Ravindrabhai Shah

Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Munshi Mehjabin Gula

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Ragin Ravindrabhai Shah

Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Munshi Mehjabin Gula

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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Ragin Ravindrabhai Shah

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

Training and Placement Cell

Ragin Ravindrabhai Shah

salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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Ragin Ravindrabhai Shah

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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IBM CONFIDENTIAL

ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Munshi Mehjabin Gula*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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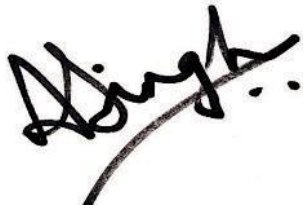
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Ragin Ravindrabhai Shah

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

Ragin Ravindrabhai Shah

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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Ragin Ravindrabhai Shah
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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Training and Placement Cell

Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Munshi Mehjabin Gula,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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Ragin Ravindrabhai Shah

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

Ragin Ravindrabhai Shah

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July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Parikh Goral Krishnak

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Ragin Ravindrabhai Shah

Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Parikh Goral Krishnak

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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Ragin Ravindrabhai Shah

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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Training and Placement Cell

salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Parikh Goral Krishnak*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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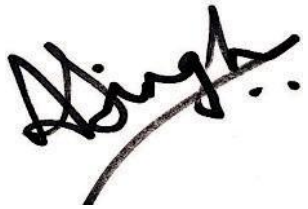
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Training and Placement Cell

Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Parikh Goral Krishnak,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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Ragin Ravindrabhai Shah

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Patel Anjana Nathabh

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Ragin Ravindrabhai Shah

Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Patel Anjana Nathabh

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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Ragin Ravindrabhai Shah

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Patel Anjana Nathabh*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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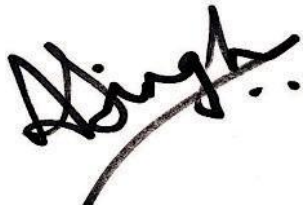
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Ragin Ravindrabhai Shah

Training and Placement Cell

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Patel Anjana Nathabh,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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Ragin Ravindrabhai Shah

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Patel Arunkumar Gula

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Training and Placement Cell

Ragin Ravindrabhai Shah

July 25, 2020

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Bangalore - 560045, India.
Tel : 91-80-49139999
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Dear Patel Arunkumar Gula

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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IBM CONFIDENTIAL

ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Patel Arunkumar Gula*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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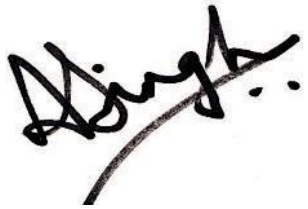
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Ragin Ravindrabhai Shah

Training and Placement Cell

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Ragin Ravindrabhai Shah

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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Ragin Ravindrabhai Shah
Training and Placement Cell

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Ragin Ravindrabhai Shah

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Patel Arunkumar Gula,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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Ragin Ravindrabhai Shah

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Ragin Ravindrabhai Shah
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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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Ragin Ravindrabhai Shah

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July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Patel Dipakkumar Par

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Ragin Ravindrabhai Shah

Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Patel Dipakkumar Par

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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Ragin Ravindrabhai Shah

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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Training and Placement Cell

salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Patel Dipakkumar Par*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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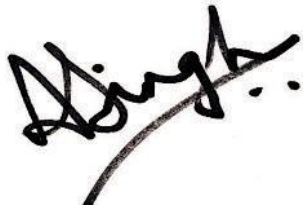
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Ragin Ravindrabhai Shah

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Patel Dipakkumar Par,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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IBM CONFIDENTIAL

ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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Ragin Ravindrabhai Shah

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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Ragin Ravindrabhai Shah

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Patel Prathmesh Kumar

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Training and Placement Cell

Ragin Ravindrabhai Shah

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Patel Prathmesh Kumar

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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Training and Placement Cell

salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

Ragin Ravindrabhai Shah

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Training and Placement Cell

- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Patel Prathmesh Kumar*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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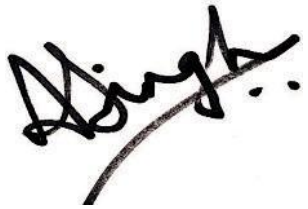
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Patel Prathmesh Kumar,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Patel Smruti Vijaykumar

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Training and Placement Cell

Ragin Ravindrabhai Shah

July 25, 2020

IBM India Private Limited
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G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
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Dear Patel Smruti Vijaykumar

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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Training and Placement Cell

salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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IBM CONFIDENTIAL

ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Patel Smruti Vijaykumar*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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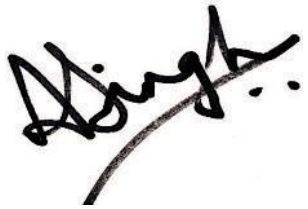
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Ragin Ravindrabhai Shah

Training and Placement Cell

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

Ragin Ravindrabhai Shah

Training and Placement Cell

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Patel Smruti Vijaykumar,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Thakor Dishant Kamle

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Ragin Ravindrabhai Shah

Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Thakor Dishant Kamle

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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Training and Placement Cell

salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Thakor Dishant Kamle*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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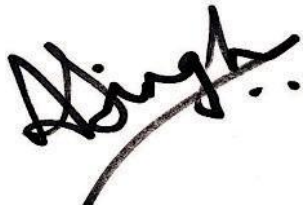
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Training and Placement Cell

Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Thakor Dishant Kamle,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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IBM CONFIDENTIAL

ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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Ragin Ravindrabhai Shah

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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Ragin Ravindrabhai Shah

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Tripathi Ambesh Radh

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Tripathi Ambesh Radh

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

Training and Placement Cell

Ragin Ravindrabhai Shah

salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Tripathi Ambesh Radh*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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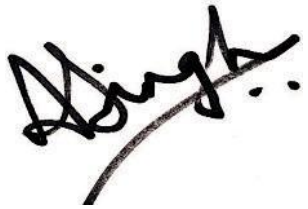
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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Training and Placement Cell

*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Tripathi Ambesh Radh,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Ragin Ravindrabhai Shah
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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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Training and Placement Cell

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Vaghela Prakashkumar

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Training and Placement Cell

Ragin Ravindrabhai Shah

July 25, 2020

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Vaghela Prakashkumar

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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IBM CONFIDENTIAL

ANNEXURE A

DATE	*July 25, 2020*		
NAME	*Vaghela Prakashkumar*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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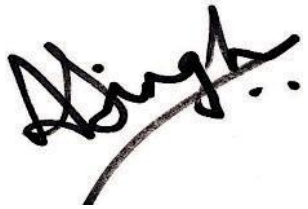
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

Startup & Innovation University Bhoyan Rathod, Gandhinagar
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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 25, 2020

Dear Vaghela Prakashkumar,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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IBM CONFIDENTIAL

ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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July 19, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Patel Shwetaben Asho

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Ragin Ravindrabhai Shah

Training and Placement Cell

July 19, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Patel Shwetaben Asho

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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Ragin Ravindrabhai Shah

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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IBM CONFIDENTIAL

ANNEXURE A

DATE	*July 19, 2021*		
NAME	*Patel Shwetaben Asho*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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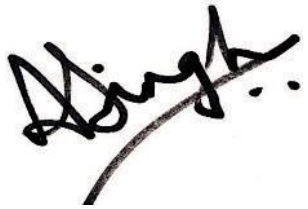
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Ragin Ravindrabhai Shah

Training and Placement Cell

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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Ragin Ravindrabhai Shah
Training and Placement Cell

*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Training and Placement Cell

Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 19, 2021

Dear Patel Shwetaben Asho,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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Ragin Ravindrabhai Shah

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IBM CONFIDENTIAL

ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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July 19, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Patel Umangkumar Vik

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Ragin Ravindrabhai Shah

Training and Placement Cell

July 19, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Patel Umangkumar Vik

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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Training and Placement Cell

salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	*July 19, 2021*		
NAME	*Patel Umangkumar Vik*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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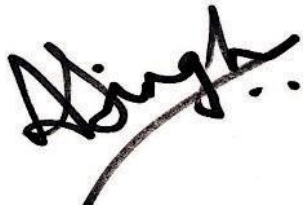
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 19, 2021

Dear Patel Umangkumar Vik,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Ragin Ravindrabhai Shah
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Training and Placement Cell

Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

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Training and Placement Cell

July 19, 2021

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Pandya Parth Jailesh

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of all united by a single purpose: to be essential.

We invite you to join us as a Security Analyst, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality and be part of projects that help make the world work better.

Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

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Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear Pandya Parth Jailesh

We are pleased to offer you the position of Security Analyst, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- *Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.*
- *On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Bhartiya Centre of Information Technology, 15th Floor, Training Room Nos 3,4,5 & 6, Milestone Buildcon, Chokkanahalli, Thanisandra Main Road, Bangalore -560064. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com*

If you have questions about your First Day Documentation, send an email to **eschoolhiring@in.ibm.com**

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- *Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.*
- *Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.*
    - *Voter ID card*
    - *Driving License*
    - *Aadhaar Card*
    - *Senior Secondary result/certificate with DOB and photo (for university hires only)*
- *In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.*
- *Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.*
- *Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.*
- *Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.*

Please contact us via eschoolhiring@in.ibm.com for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- *Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.*
- *You are required to join work at your onboarding location, where you may be assigned to a specific training stream based on business requirements. You will undergo training at a specified location for a specified duration of time. (Your training location and the duration of training may change due to business requirements). You will be expected to undergo your training in any skill at the discretion of the Company.*
- *You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions.*

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Training and Placement Cell

If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- *After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company, or may be required to work out of a client location. In such case, you will be governed by the policies of that location. Any refusal to take up the assignment or projects assigned to you for any reason whatsoever, including location preferences, will be deemed to be a refusal to follow instructions of the Company, and may result in strict action against you, including termination of your services with the Company.*
- *(Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).*
- *Your offer is contingent upon you agreeing to authorize IBM to recover a sum of INR 100000/-(Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.*
- *Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *Your designation may be changed at the discretion of the Company depending on the work assigned to you.*
- *You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.*
- *If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.*
- *You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [6] months but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 90 day's notice or basic salary in lieu thereof.*
- *You may be required to undergo certain training and assessments from time to time. You are expected to successfully complete the training and pass the assessment(s) to the satisfaction of IBM. Failure to pass these assessments, as determined solely by the company will be deemed as a failure to comply with the standards of performance required by the company.*
- *Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the*

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Training and Placement Cell

salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
    - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
    - *You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.*
    - *You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.*
    - *You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.*
    - *You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.*
    - *Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.*
- *You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.*
- *Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).*
- *Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.*
- *Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.*
- *You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.*
- *It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.*

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- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.*
- *All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.*
- *If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.*
- *You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.*
- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.*
- *You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.*
- *You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.*

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Training and Placement Cell

- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.*
- *You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:*

Settling in Allowance - A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee and till the date of first project deployment post training (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and any relocation for first project deployment post training) - no additional amounts are payable or reimbursable.

This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. If you resign, or your employment is terminated, for any reason, within 1 year from your joining date, you agree that you will repay the entire learning allowance to IBM. The allowance is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from this component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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ANNEXURE A

DATE	*July 19, 2021*		
NAME	*Pandya Parth Jailesh*	*BAND*	*06G*
DESIGNATION	*Security Analyst*	*LOCATION*	*Bangalore*
Compensation Components		*IBM Offer (in INR)*	
1. Annual Basic Salary		*232264*	
2. Annual Flexible Benefit Plan (FBP)		*278716*	
3. Annual Reference Salary (ARS)		*510980*	
4. Retirals			
a) Provident Fund (PF)		*27872*	
b) Gratuity @ 4.8%		*11149*	
5. Annual Reference Salary + Retirals		*550000*	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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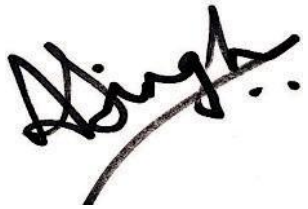
OTHER BENEFITS:

- *By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.*
- *Group Term Life and Accident Rider Coverage*

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA



ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	*The fundamental salary component to which many other compensation components are linked.*
2. Flexible Benefit Plan (FBP)	*The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.*
(a) Leave Travel Allowance (LTA)	*LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.*
(b) House Rent Allowance	*Maximum 50% of Basic Salary per annum. To be used for house rent.*
(c) "Flat" Allowance	*Remaining FBP funds and is a taxable amount.*
3. Retirals	*These elements of compensation are not paid out until later when certain conditions are met.*
(a) Provident Fund (PF)	*12% of Basic Salary is contributed to the Provident Fund.*
(b) Gratuity	*4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).*
(c) ESIC	*Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.*
Annual Reference Salary	*Annual Basic Salary + Annual FBP*

**For detailed information please refer to Company policies, which are subject to change from time to time.*

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*Other Benefits- Additional Information**

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediclaim Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediclaim insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

*Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) **

*Subject to enrolling the new dependent within 45 days from the date of event.

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy.

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National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.

b) In case of any injury resulting in Death or permanent total disability.

c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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Important Letter on Transfer / Relocation / Type of Work Assigned

Date - July 19, 2021

Dear Pandya Parth Jailesh,

This letter reiterates some of your obligations with respect to your employment with IBM India Pvt Ltd., and contains important information on your initial training and work assignment.

You are required to join at BANGALORE where you may be allocated to a specific training stream based on the organization's business requirements. You will undergo training at BANGALORE for a specified duration of time. You will be expected to undergo the training in any skill or technology at the discretion of the organization.

After the successful completion of the training program, you may be deployed on work and are expected to work at the allocated posting in any location across India as specified by the organization. This may be different from your joining / training location. The type of work assigned may vary from one assignment to the other.

Please also note that, your services are transferable, and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. Any refusal to take up the specific assigned location /assignment / projects / type of work assigned to you will be viewed as a refusal to follow instructions of the Company, may result in strict action against you and could result in your termination from the services of the organization. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).

We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.

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Ragin Ravindrabhai Shah

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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # :_____Date Of Hire :_____/_____/ _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM

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records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the

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Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	*Date Created*	*Named Party/Termination Date*

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM.I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's full Name	*Employee's Signature*	*Employee Serial No.*	*Date*

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

Training and Placement Cell

INTERIOR
INC.

Arco, ID 83213
inquire@interior.mail
222 555 7777

Letter of Appointment

Date: 9th December 2020

Subject: Appointment Letter for Interior Design Services

Dear Prajapati Amit Kishanlal,

We are thrilled to have been selected as the interior design firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

Our team is eager to begin working on the design elements for the interior designing, focusing on creating a functional, aesthetically pleasing, and sustainable environment. We understand the importance of this project to you, and we are dedicated to achieving the best possible outcome.

As part of our next steps, we will:

- Schedule an initial project kickoff meeting to discuss the project scope, timelines, and any specific requirements or preferences you may have.
- Begin the detailed planning phase, where our designers will develop initial concepts and layouts for your review.
- Work closely with you to refine these concepts and ensure they meet your expectations and functional needs.

We are committed to maintaining open and regular communication throughout this project to ensure transparency and collaboration. Our goal is to make this process as seamless and enjoyable as possible for you.

Thank you for choosing us for your interior design needs. We are confident that our expertise and dedication will result in a space that you will be proud of. We look forward to a successful partnership and to making your vision a reality.

Please expect a follow-up call from us within the next few days to arrange our first meeting. We are excited to get started and to create a space that reflects your style and objectives.

Warm regards,

Shreya Panchal
Director Head, Client Management

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

APPENDIX

Compensation & Benefits

1. All entitlements given below are applicable after you have joined Interior Inc. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
2. These entitlements shall cease upon the termination of your employment with Interior Inc. These entitlements may also cease if you need to take long-term personal leave of absence.

Salary break up details for Rs. 5,00,000/- per annum.

Salary Components	Per Annum (In Rs.)
Basic Salary	2,50,000
Special Allowance*	1,90,000
Employer PF Contribution	30,000
Annual Performance Variable Pay	30,000
Annual Cost to The Company	**5,00,000**
Allowances and Reimbursements* up to	
House Rent Allowance	40% of Basic salary
Telephone and Internet charges	24,000
Professional Development Allowance	24,000
Food Plus card	36,000
Fuel and Maintenance	39,600**
LTA	60,000
Annual Gift	5,000
Education allowance	2400
Hostel expenses	7,200
*Allowances and reimbursements will be a part of the compensation structure based on the electives on joining. The electives will be carved out of the Special allowance component of the salary. ** Depending on the Engine CC of the Car and availability of the driver	

The performance pay is calculated on annual basic or the basic that you would have earned during the year.

Interior Inc.
Shreya Panchal
Director Head, Client Management
customerrelations.int@interior.inc

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

INTERIOR
INC.

Arco, ID 83213
inquire@interior.mail
222 555 7777

Letter of Appointment

Date: 9th December 2020

Subject: Appointment Letter for Interior Design Services

Dear Soni Zeel Nileshbhai,

We are thrilled to have been selected as the interior design firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

Our team is eager to begin working on the design elements for the interior designing, focusing on creating a functional, aesthetically pleasing, and sustainable environment. We understand the importance of this project to you, and we are dedicated to achieving the best possible outcome.

As part of our next steps, we will:

- Schedule an initial project kickoff meeting to discuss the project scope, timelines, and any specific requirements or preferences you may have.
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We are committed to maintaining open and regular communication throughout this project to ensure transparency and collaboration. Our goal is to make this process as seamless and enjoyable as possible for you.

Thank you for choosing us for your interior design needs. We are confident that our expertise and dedication will result in a space that you will be proud of. We look forward to a successful partnership and to making your vision a reality.

Please expect a follow-up call from us within the next few days to arrange our first meeting. We are excited to get started and to create a space that reflects your style and objectives.

Warm regards,

Shreya Panchal
Director Head, Client Management

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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APPENDIX

Compensation & Benefits

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Salary break up details for Rs. 5,00,000/- per annum.

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Annual Performance Variable Pay	30,000
Annual Cost to The Company	**5,00,000**
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House Rent Allowance	40% of Basic salary
Telephone and Internet charges	24,000
Professional Development Allowance	24,000
Food Plus card	36,000
Fuel and Maintenance	39,600**
LTA	60,000
Annual Gift	5,000
Education allowance	2400
Hostel expenses	7,200
*Allowances and reimbursements will be a part of the compensation structure based on the electives on joining. The electives will be carved out of the Special allowance component of the salary. ** Depending on the Engine CC of the Car and availability of the driver	

The performance pay is calculated on annual basic or the basic that you would have earned during the year.

Interior Inc.

Shreya Panchal
Director Head, Client Management
customerrelations.int@interior.inc

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

LAKMÉ
LEVER

25th January 2020

Mankad Bhavik Gajen
Swarrnim Startup & Innovation University
Gandhi Nagar,
Gujarat

Subject: Letter Of Appointment to join Lakme Lever as Trainee Fashion Assistant

Dear Bhavik,

We are pleased to offer you an employment with Lakme Lever Private Limited as the offer is subject to your being found fit by our expert Fashion Designers and your reference check and is valid for 7 days.

Details of Compensation	
Components	Amount
Basic	65520
HRA	26208
Supplementary Allowance	110880
Bonus	15792
Gross	218400
Company's Contribution to PF	21600
Total	240000

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 rules of the company, from time to time.

The above remuneration would be subject to deduction of tax at source as per the Rules of the Income Tax Act, in force from time to time.

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragis Ravindrabhai Shah

On joining you will be on training for a period of six months. You will be subject to evaluation and assessment after completion of training. Based on results of your assessment your training period may be extended by further period of 3 months or on successful completion of training you will be assigned the role of Fashion Assistant for any of the Lakme salons based out of Bangalore. You will be eligible for monthly incentive as per Company policy after being confirmed as Fashion Assistant. During the training period, your services can be terminated by the Organization by giving notice of one month or payment in lieu of such notice.

The training provided to you is designed to develop skills and expertise applicable to salon industry and beyond and empower you to become highly trained professional. As such, you are expected to complete the training period and continue to use the acquired skills on job and provide value added services to the Company for a period of one year thereafter. In view thereof, the Company shall offer you a Retention Bonus of Rs. 25,000/- (Rupees Twenty-Five Thousand only) subject to you successfully completing your employment term of 24 months from the date of Joining and adherence of Company terms and policies as applicable.

You will be expected to abide by all the rules of the Company as enforced from time to time.

If you agree, to the above terms and conditions, please return the copy of this letter duly signed in token of your acceptance of this appointment letter.

Yours Faithfully,

Nishigandha Kulkarni
Head – HR & Training
Lakme Lever Private Limited

I have read and accept the AO.

DOJ

Name

Date

Ragin Ravindrabhai Shah

LAKMÉ
LEVER

25th January 2020

Suthar Utkarsh Kanaiyal
Swarrnim Startup & Innovation University
Gandhi Nagar,
Gujarat

Subject: Letter Of Appointment to join Lakme Lever as Trainee Fashion Assistant

Dear Utkarsh,

We are pleased to offer you an employment with Lakme Lever Private Limited as the offer is subject to your being found fit by our expert Fashion Designers and your reference check and is valid for 7 days.

Details of Compensation	
Components	Amount
Basic	65520
HRA	26208
Supplementary Allowance	110880
Bonus	15792
Gross	218400
Company's Contribution to PF	21600
Total	240000

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 rules of the company, from time to time.

The above remuneration would be subject to deduction of tax at source as per the Rules of the Income Tax Act, in force from time to time.

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragis Ravindrabhai Shah

On joining you will be on training for a period of six months. You will be subject to evaluation and assessment after completion of training. Based on results of your assessment your training period may be extended by further period of 3 months or on successful completion of training you will be assigned the role of Fashion Assistant for any of the Lakme salons based out of Bangalore. You will be eligible for monthly incentive as per Company policy after being confirmed as Fashion Assistant. During the training period, your services can be terminated by the Organization by giving notice of one month or payment in lieu of such notice.

The training provided to you is designed to develop skills and expertise applicable to salon industry and beyond and empower you to become highly trained professional. As such, you are expected to complete the training period and continue to use the acquired skills on job and provide value added services to the Company for a period of one year thereafter. In view thereof, the Company shall offer you a Retention Bonus of Rs. 25,000/- (Rupees Twenty-Five Thousand only) subject to you successfully completing your employment term of 24 months from the date of Joining and adherence of Company terms and policies as applicable.

You will be expected to abide by all the rules of the Company as enforced from time to time.

If you agree, to the above terms and conditions, please return the copy of this letter duly signed in token of your acceptance of this appointment letter.

Yours Faithfully,

Nishigandha Kulkarni
Head – HR & Training
Lakme Lever Private Limited

I have read and accept the AO.

DOJ

Name

Date

Ragin Ravindrabhai Shah

LAKMÉ
LEVER

25th January 2020

Laheri Kaushal Sureshbh
Swarrnim Startup & Innovation University
Gandhi Nagar,
Gujarat

Subject: Letter Of Appointment to join Lakme Lever as Trainee Fashion Assistant

Dear Kaushal,

We are pleased to offer you an employment with Lakme Lever Private Limited as the offer is subject to your being found fit by our expert Fashion Designers and your reference check and is valid for 7 days.

Details of Compensation	
Components	Amount
Basic	65520
HRA	26208
Supplementary Allowance	110880
Bonus	15792
Gross	218400
Company's Contribution to PF	21600
Total	240000

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 rules of the company, from time to time.

The above remuneration would be subject to deduction of tax at source as per the Rules of the Income Tax Act, in force from time to time.

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

On joining you will be on training for a period of six months. You will be subject to evaluation and assessment after completion of training. Based on results of your assessment your training period may be extended by further period of 3 months or on successful completion of training you will be assigned the role of Fashion Assistant for any of the Lakme salons based out of Bangalore. You will be eligible for monthly incentive as per Company policy after being confirmed as Fashion Assistant. During the training period, your services can be terminated by the Organization by giving notice of one month or payment in lieu of such notice.

The training provided to you is designed to develop skills and expertise applicable to salon industry and beyond and empower you to become highly trained professional. As such, you are expected to complete the training period and continue to use the acquired skills on job and provide value added services to the Company for a period of one year thereafter. In view thereof, the Company shall offer you a Retention Bonus of Rs. 25,000/- (Rupees Twenty-Five Thousand only) subject to you successfully completing your employment term of 24 months from the date of Joining and adherence of Company terms and policies as applicable.

You will be expected to abide by all the rules of the Company as enforced from time to time.

If you agree, to the above terms and conditions, please return the copy of this letter duly signed in token of your acceptance of this appointment letter.

Yours Faithfully,

Nishigandha Kulkarni
Head – HR & Training
Lakme Lever Private Limited

I have read and accept the AO.

DOJ

Name

Date

Ragin Ravindrabhai Shah

LAKMÉ
LEVER

25th January 2020

Patel Mira Rajeshbhai
Swarrnim Startup & Innovation University
Gandhi Nagar,
Gujarat

Subject: Letter Of Appointment to join Lakme Lever as Trainee Fashion Assistant

Dear Mira,

We are pleased to offer you an employment with Lakme Lever Private Limited as the offer is subject to your being found fit by our expert Fashion Designers and your reference check and is valid for 7 days.

Details of Compensation	
Components	Amount
Basic	65520
HRA	26208
Supplementary Allowance	110880
Bonus	15792
Gross	218400
Company's Contribution to PF	21600
Total	240000

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 rules of the company, from time to time.

The above remuneration would be subject to deduction of tax at source as per the Rules of the Income Tax Act, in force from time to time.

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragis Ravindrabhai Shah

On joining you will be on training for a period of six months. You will be subject to evaluation and assessment after completion of training. Based on results of your assessment your training period may be extended by further period of 3 months or on successful completion of training you will be assigned the role of Fashion Assistant for any of the Lakme salons based out of Bangalore. You will be eligible for monthly incentive as per Company policy after being confirmed as Fashion Assistant. During the training period, your services can be terminated by the Organization by giving notice of one month or payment in lieu of such notice.

The training provided to you is designed to develop skills and expertise applicable to salon industry and beyond and empower you to become highly trained professional. As such, you are expected to complete the training period and continue to use the acquired skills on job and provide value added services to the Company for a period of one year thereafter. In view thereof, the Company shall offer you a Retention Bonus of Rs. 25,000/- (Rupees Twenty-Five Thousand only) subject to you successfully completing your employment term of 24 months from the date of Joining and adherence of Company terms and policies as applicable.

You will be expected to abide by all the rules of the Company as enforced from time to time.

If you agree, to the above terms and conditions, please return the copy of this letter duly signed in token of your acceptance of this appointment letter.

Yours Faithfully,

Nishigandha Kulkarni
Head – HR & Training
Lakme Lever Private Limited

I have read and accept the AO.

DOJ

Name

Date

Ragin Ravindrabhai Shah

LAKMÉ
LEVER

25th January 2020

Shah Palak Pranay
Swarrnim Startup & Innovation University
Gandhi Nagar,
Gujarat

Subject: Letter Of Appointment to join Lakme Lever as Trainee Fashion Assistant

Dear Palak,

We are pleased to offer you an employment with Lakme Lever Private Limited as the offer is subject to your being found fit by our expert Fashion Designers and your reference check and is valid for 7 days.

Details of Compensation	
Components	Amount
Basic	65520
HRA	26208
Supplementary Allowance	110880
Bonus	15792
Gross	218400
Company's Contribution to PF	21600
Total	240000

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 rules of the company, from time to time.

The above remuneration would be subject to deduction of tax at source as per the Rules of the Income Tax Act, in force from time to time.

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

On joining you will be on training for a period of six months. You will be subject to evaluation and assessment after completion of training. Based on results of your assessment your training period may be extended by further period of 3 months or on successful completion of training you will be assigned the role of Fashion Assistant for any of the Lakme salons based out of Bangalore. You will be eligible for monthly incentive as per Company policy after being confirmed as Fashion Assistant. During the training period, your services can be terminated by the Organization by giving notice of one month or payment in lieu of such notice.

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You will be expected to abide by all the rules of the Company as enforced from time to time.

If you agree, to the above terms and conditions, please return the copy of this letter duly signed in token of your acceptance of this appointment letter.

Yours Faithfully,

Nishigandha Kulkarni
Head – HR & Training
Lakme Lever Private Limited

I have read and accept the AO.

DOJ

Name

Date

Ragin Ravindrabhai Shah

node urban lab

Letter of Appointment

Date: 20th January, 2020

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Jain Shilvi Prakash,

We are thrilled to have been selected as the Junior Architect firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

Our team is eager to begin working on the design elements for the Interior Architecture, focusing on creating a functional, aesthetically pleasing, and sustainable environment. We understand the importance of this project to you, and we are dedicated to achieving the best possible outcome.

As part of our next steps, we will:

- Schedule an initial project kickoff meeting to discuss the project scope, timelines, and any specific requirements or preferences you may have.
- Begin the detailed planning phase, where our designers will develop initial concepts and layouts for your review.
- Work closely with you to refine these concepts and ensure they meet your expectations and functional needs.

We are committed to maintaining open and regular communication throughout this project to ensure transparency and collaboration. Our goal is to make this process as seamless and enjoyable as possible for you.

Thank you for choosing us for your Urban Planning needs. We are confident that our expertise and dedication will result in a space that you will be proud of. We look forward to a successful partnership and to making your vision a reality.

Please expect a follow-up call from us within the next few days to arrange our first meeting. We are excited to get started and to create a space that reflects your style and objectives.

Warm regards,
Jignesh Parekh

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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APPENDIX

Compensation & Benefits

1. All entitlements given below are applicable after you have joined Node Urban Lab. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

2. These entitlements shall cease upon the termination of your employment with Node Urban Labs. These entitlements may also cease if you need to take long-term personal leave of absence.

Salary break up details for Rs. 5,00,000/- per annum.

Salary Components	**Per Annum (In Rs.)**
Basic Salary	2,50,000
Special Allowance*	1,90,000
Employer PF Contribution	30,000
Annual Performance Variable Pay	30,000
Annual Cost to The Company	**5,00,000**
Allowances and Reimbursements* up to	
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Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Jignesh Parekh

Training and Placement Cell

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

node urban lab

Letter of Appointment

Date: 20th January, 2020

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Changesa Anil Revabhai,

We are thrilled to have been selected as the Junior Architect firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

Our team is eager to begin working on the design elements for the Interior Architecture, focusing on creating a functional, aesthetically pleasing, and sustainable environment. We understand the importance of this project to you, and we are dedicated to achieving the best possible outcome.

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Warm regards,
Jignesh Parekh

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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APPENDIX

Compensation & Benefits

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node urban lab

Letter of Appointment

Date: 20th January, 2020

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Patel Dhruvkumar Kanub,

We are thrilled to have been selected as the Junior Architect firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

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node urban lab

Letter of Appointment

Date: 20th January, 2020

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Shah Ashka Ashvin,

We are thrilled to have been selected as the Junior Architect firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

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Jignesh Parekh

Training and Placement Cell

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah

Studio

Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 28th January 2020

Subject: Appointment Letter for Interior Architecture Services

Dear Parikh Jenita Ajay,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

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Warm regards,

Vora Jayesh

Jayesh Vora
Architectural Services Head

Training and Placement Cell

Swarnim Startup & Innovation University
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Studio

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc

Training and Placement Cell

Ragin Ravindrabhai Shah

Studio

Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 28th January 2020

Subject: Appointment Letter for Interior Architecture Services

Dear Patel Kalpeshkumar R,

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Warm regards,

Vora-Jayesh.

Jayesh Vora
Architectural Services Head

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Architectural Services Head

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Training and Placement Cell

Ragin Ravindrabhai Shah

Studio

Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 28th January 2020

Subject: Appointment Letter for Interior Architecture Services

Dear Shah Zalak Bhavinbhai,

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Studio

Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 28th January 2020

Subject: Appointment Letter for Interior Architecture Services

Dear Mistry Riken Vasudev,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

Our team is eager to begin working on the design elements for the Interior Architecture, focusing on creating a functional, aesthetically pleasing, and sustainable environment. We understand the importance of this project to you, and we are dedicated to achieving the best possible outcome.

As part of our next steps, we will:

- Schedule an initial project kickoff meeting to discuss the project scope, timelines, and any specific requirements or preferences you may have.
- Begin the detailed planning phase, where our designers will develop initial concepts and layouts for your review.
- Work closely with you to refine these concepts and ensure they meet your expectations and functional needs.

We are committed to maintaining open and regular communication throughout this project to ensure transparency and collaboration. Our goal is to make this process as seamless and enjoyable as possible for you.

Thank you for choosing us for your Interior Architecture needs. We are confident that our expertise and dedication will result in a space that you will be proud of. We look forward to a successful partnership and to making your vision a reality.

Please expect a follow-up call from us within the next few days to arrange our first meeting. We are excited to get started and to create a space that reflects your style and objectives.

Warm regards,

Vora Jayesh

Jayesh Vora
Architectural Services Head

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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APPENDIX

Compensation & Benefits

1. All entitlements given below are applicable after you have joined Studio. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

2. These entitlements shall cease upon the termination of your employment with Studio. These entitlements may also cease if you need to take long-term personal leave of absence.

Salary break up details for Rs. 5,00,000/- per annum.

Salary Components	**Per Annum (In Rs.)**
Basic Salary	2,50,000
Special Allowance*	1,90,000
Employer PF Contribution	30,000
Annual Performance Variable Pay	30,000
Annual Cost to The Company	**5,00,000**
Allowances and Reimbursements* up to	
House Rent Allowance	40% of Basic salary
Telephone and Internet charges	24,000
Professional Development Allowance	24,000
Food Plus card	36,000
Fuel and Maintenance	39,600**
LTA	60,000
Annual Gift	5,000
Education allowance	2400
Hostel expenses	7,200

*Allowances and reimbursements will be a part of the compensation structure based on the electives on joining. The electives will be carved out of the Special allowance component of the salary.

** Depending on the Engine CC of the Car and availability of the driver

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The performance pay is calculated on annual basic or the basic that you would have earned during the year.

Studio

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc

Training and Placement Cell

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Studio

Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 28th January 2020

Subject: Appointment Letter for Interior Architecture Services

Dear Patel Krunal Kanubhai,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

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Warm regards,

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Jayesh Vora
Architectural Services Head

Training and Placement Cell

Swarnim Startup & Innovation University
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Jayesh Vora

Architectural Services Head

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Studio

Architecture, Interior Design &Landscape Design

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Date: 28th January 2020

Subject: Appointment Letter for Interior Architecture Services

Dear Rami Manoj Krishnakant,

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Jayesh Vora
Architectural Services Head

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NewWave
Passion for Success

APPOINTMENT LETTER

10-03-2020

To, Rawat Gatik,

Dear Mr. Gatik Rawat

Further to the interview attended by you at our **Bangalore Office**, we are pleased to offer you an appointment as **Trainee at** our **Bangalore** Office.

Terms and Conditions.

- During your employment with the company, you will be under the training for a period of 3 months. Your confirmation at NewWave will be subject to your satisfactory performance in the given role. Upon Confirmation, you will be re-designated as ***Business Development & Response Specialist***

- The Company reserves the right to modify your compensation structure to include any other reimbursable expenses as part of your fixed monthly compensation structure, in line with statuary obligations from time-to-time. In any case, all liability towards your personal income tax and professional tax continues to rest with you.

- On completion of 2years at NewWave, you will be entitled for a ***Service Bonus Amount of Rs. 25,000/-***

- The Employee, as part of the consideration for the training efforts and costs involved, agreed to sign a bond for not leaving the services of the Company for a minimum period of **Two year** from the date of his/her joining the services of the Company.

- Your compensation would be as per the Annexures next page:

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:43:46 +05'30'

0-3 Months

Annexure 1:

CTC STRUCTURE		
Components	**Monthly**	**Quarterly**
Basic	8700	26100
HRA	3480	10440
Travel Allowance	1600	4800
Outfit Allowance	1000	3000
Medical Allowance	1250	3750
Special Allowance	1370	4110
Gross*	**17400**	**52200**
Deduction		
PF	1800	5400
ESI	131	392
Insurance	270	810
PT	200	600
Total Deduction	2401	7202
Take Home	**15000**	**44999**
Company Contribution		
PF	1800	5400
ESI	566	1696.5
Mobile	1000	3000
Total Fixed	**20200**	**60600**
Variable**	7886	23657
Total CTC	**28651**	**85954**

* TDS will be calculated based on the I.T Act of 1961.
**Payable Quarterly/Half Yearly based on your Target Achievement.

During your employment with the company, you will be under the evaluation for a period of another 3 months.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

You will be re-design the compensation would be as per the Annexure 2:

04-12 Months

Annexure 2:

CTC STRUCTURE		
Components	**Monthly**	**Annual**
Basic	13635	163620
HRA	5454	65448
Travel Allowance	1600	19200
Outfit Allowance	1000	12000
Medical Allowance	1250	15000
Special Allowance	4331	51972
Gross*	**27270**	**327240**
Deduction		
PF	1800	21600
Insurance	270	3240
PT	200	2400
Total Deduction	2270	27240
Take Home	**25000**	**300000**
Company Contribution		
PF	1800	21600
Mobile	1000	12000
Total Fixed	**30070**	**360840**
Variable**	12116	145389
Total CTC	**42186**	**506229**

* TDS will be calculated based on the I.T Act of 1961.

** Payable Quarterly/Half Yearly based on your Target Achievement.

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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Date: 2024.10.10 10:43:46 +05'30'

You are directed to report for duty at **10.00 HRS on 16.03.2020** with the followingdocuments to complete your HR Formalities.

- Four Passport size recent photographs
- Xerox copies of Certificates and testimonials along with the original for our verification
- Xerox copy of our Motor Vehicle Driving License
- Relieving Letter from your present employer
- Address Proof (Driving License, Telephone Bill)

Kindly acknowledge a copy of this offer letter as a token of your acceptance. We look forward to having you on board to share our **"Passion for Success".**

Yours Faithfully
For Newwave Computing Pvt. Ltd
Narendranath JH
Manager-Human Resources

…….
Accepted & received

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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NewWave
Passion for Success

APPOINTMENT LETTER

10-03-2020

To,

Patel Avni,

Dear Ms Avni Patel

Further to the interview attended by you at our **Bangalore Office**, we are pleased to offer you an appointment as **Trainee at** our **Bangalore** Office.

Terms and Conditions.

- During your employment with the company, you will be under the training for a period of 3 months. Your confirmation at NewWave will be subject to your satisfactory performance in the given role. Upon Confirmation, you will be re-designated as ***Business Development & Response Specialist***

- The Company reserves the right to modify your compensation structure to include any other reimbursable expenses as part of your fixed monthly compensation structure, in line with statuary obligations from time-to-time. In any case, all liability towards your personal income tax and professional tax continues to rest with you.

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Training and Placement Cell

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Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:43:46 +05'30'

NewWave
Passion for Success

APPOINTMENT LETTER

10-03-2020

To,

Patel Avni,

Dear Ms Avni Patel

Further to the interview attended by you at our **Bangalore Office**, we are pleased to offer you an appointment as **Trainee at** our **Bangalore** Office.

Terms and Conditions.

- During your employment with the company, you will be under the training for a period of 3 months. Your confirmation at NewWave will be subject to your satisfactory performance in the given role. Upon Confirmation, you will be re-designated as ***Business Development & Response Specialist***

- The Company reserves the right to modify your compensation structure to include any other reimbursable expenses as part of your fixed monthly compensation structure, in line with statuary obligations from time-to-time. In any case, all liability towards your personal income tax and professional tax continues to rest with you.

- On completion of 2years at NewWave, you will be entitled for a ***Service Bonus Amount of Rs. 25,000/-***

- The Employee, as part of the consideration for the training efforts and costs involved, agreed to sign a bond for not leaving the services of the Company for a minimum period of **Two year** from the date of his/her joining the services of the Company.

- Your compensation would be as per the Annexures next page:

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:43:46 +05'30'

0-3 Months

Annexure 1:

CTC STRUCTURE		
Components	**Monthly**	**Quarterly**
Basic	8700	26100
HRA	3480	10440
Travel Allowance	1600	4800
Outfit Allowance	1000	3000
Medical Allowance	1250	3750
Special Allowance	1370	4110
Gross*	**17400**	**52200**
Deduction		
PF	1800	5400
ESI	131	392
Insurance	270	810
PT	200	600
Total Deduction	2401	7202
Take Home	**15000**	**44999**
Company Contribution		
PF	1800	5400
ESI	566	1696.5
Mobile	1000	3000
Total Fixed	**20200**	**60600**
Variable**	7886	23657
Total CTC	**28651**	**85954**

* TDS will be calculated based on the I.T Act of 1961.
**Payable Quarterly/Half Yearly based on your Target Achievement.

During your employment with the company, you will be under the evaluation for a period of another 3 months.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:43:46 +05'30'

You will be re-design the compensation would be as per the Annexure 2:

04-12 Months

Annexure 2:

CTC STRUCTURE		
Components	**Monthly**	**Annual**
Basic	13635	163620
HRA	5454	65448
Travel Allowance	1600	19200
Outfit Allowance	1000	12000
Medical Allowance	1250	15000
Special Allowance	4331	51972
Gross*	**27270**	**327240**
Deduction		
PF	1800	21600
Insurance	270	3240
PT	200	2400
Total Deduction	2270	27240
Take Home	**25000**	**300000**
Company Contribution		
PF	1800	21600
Mobile	1000	12000
Total Fixed	**30070**	**360840**
Variable**	12116	145389
Total CTC	**42186**	**506229**

* TDS will be calculated based on the I.T Act of 1961.

** Payable Quarterly/Half Yearly based on your Target Achievement.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:43:46 +05'30'

You are directed to report for duty at **10.00 HRS on 16.03.2020** with the followingdocuments to complete your HR Formalities.

- Four Passport size recent photographs
- Xerox copies of Certificates and testimonials along with the original for our verification
- Xerox copy of our Motor Vehicle Driving License
- Relieving Letter from your present employer
- Address Proof (Driving License, Telephone Bill)

Kindly acknowledge a copy of this offer letter as a token of your acceptance. We look forward to having you on board to share our **"Passion for Success".**

Yours Faithfully
For Newwave Computing Pvt. Ltd
Narendranath JH
Manager-Human Resources

…….
Accepted & received

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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NewWave
Passion for Success

APPOINTMENT LETTER

10-03-2020

To,

Shah Sujay,

Dear Mr. Sujay

Further to the interview attended by you at our **Bangalore Office**, we are pleased to offer you an appointment as **Trainee at** our **Bangalore** Office.

Terms and Conditions.

- During your employment with the company, you will be under the training for a period of 3 months. Your confirmation at NewWave will be subject to your satisfactory performance in the given role. Upon Confirmation, you will be re-designated as ***Business Development & Response Specialist***

- The Company reserves the right to modify your compensation structure to include any other reimbursable expenses as part of your fixed monthly compensation structure, in line with statuary obligations from time-to-time. In any case, all liability towards your personal income tax and professional tax continues to rest with you.

- On completion of 2years at NewWave, you will be entitled for a ***Service Bonus Amount of Rs. 25,000/-***

- The Employee, as part of the consideration for the training efforts and costs involved, agreed to sign a bond for not leaving the services of the Company for a minimum period of **Two year** from the date of his/her joining the services of the Company.

- Your compensation would be as per the Annexures next page:

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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0-3 Months

Annexure 1:

CTC STRUCTURE		
Components	**Monthly**	**Quarterly**
Basic	8700	26100
HRA	3480	10440
Travel Allowance	1600	4800
Outfit Allowance	1000	3000
Medical Allowance	1250	3750
Special Allowance	1370	4110
Gross*	**17400**	**52200**
Deduction		
PF	1800	5400
ESI	131	392
Insurance	270	810
PT	200	600
Total Deduction	2401	7202
Take Home	**15000**	**44999**
Company Contribution		
PF	1800	5400
ESI	566	1696.5
Mobile	1000	3000
Total Fixed	**20200**	**60600**
Variable**	7886	23657
Total CTC	**28651**	**85954**

* TDS will be calculated based on the I.T Act of 1961.
**Payable Quarterly/Half Yearly based on your Target Achievement.

During your employment with the company, you will be under the evaluation for a period of another 3 months.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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You will be re-design the compensation would be as per the Annexure 2:

04-12 Months

Annexure 2:

CTC STRUCTURE		
Components	**Monthly**	**Annual**
Basic	13635	163620
HRA	5454	65448
Travel Allowance	1600	19200
Outfit Allowance	1000	12000
Medical Allowance	1250	15000
Special Allowance	4331	51972
Gross*	**27270**	**327240**
Deduction		
PF	1800	21600
Insurance	270	3240
PT	200	2400
Total Deduction	2270	27240
Take Home	**25000**	**300000**
Company Contribution		
PF	1800	21600
Mobile	1000	12000
Total Fixed	**30070**	**360840**
Variable**	12116	145389
Total CTC	**42186**	**506229**

* TDS will be calculated based on the I.T Act of 1961.

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Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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- Four Passport size recent photographs
- Xerox copies of Certificates and testimonials along with the original for our verification
- Xerox copy of our Motor Vehicle Driving License
- Relieving Letter from your present employer
- Address Proof (Driving License, Telephone Bill)

Kindly acknowledge a copy of this offer letter as a token of your acceptance. We look forward to having you on board to share our **"Passion for Success".**

Yours Faithfully
For Newwave Computing Pvt. Ltd
Narendranath JH
Manager-Human Resources

…….
Accepted & received

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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NewWave
Passion for Success

APPOINTMENT LETTER

10-03-2020

To,
Thiya Akshay Anilkum,

Dear Mr. Akshay

Further to the interview attended by you at our **Bangalore Office**, we are pleased to offer you an appointment as **Trainee at** our **Bangalore** Office.

Terms and Conditions.

- During your employment with the company, you will be under the training for a period of 3 months. Your confirmation at NewWave will be subject to your satisfactory performance in the given role. Upon Confirmation, you will be re-designated as ***Business Development & Response Specialist***

- The Company reserves the right to modify your compensation structure to include any other reimbursable expenses as part of your fixed monthly compensation structure, in line with statuary obligations from time-to-time. In any case, all liability towards your personal income tax and professional tax continues to rest with you.

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- The Employee, as part of the consideration for the training efforts and costs involved, agreed to sign a bond for not leaving the services of the Company for a minimum period of **Two year** from the date of his/her joining the services of the Company.

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Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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0-3 Months

Annexure 1:

CTC STRUCTURE		
Components	**Monthly**	**Quarterly**
Basic	8700	26100
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Training and Placement Cell

Ragin Ravindrabhai Shah

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04-12 Months

Annexure 2:

CTC STRUCTURE		
Components	**Monthly**	**Annual**
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Company Contribution		
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Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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- Xerox copy of our Motor Vehicle Driving License
- Relieving Letter from your present employer
- Address Proof (Driving License, Telephone Bill)

Kindly acknowledge a copy of this offer letter as a token of your acceptance. We look forward to having you on board to share our **"Passion for Success".**

Yours Faithfully
For Newwave Computing Pvt. Ltd
Narendranath JH .....
Manager-Human Resources **Accepted & received**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:43:46 +05'30'

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Trainee-Sales and Marketing

Dear Ms.Saxena Hitiksha Jitendra

We are pleased to offer you full-time internship from 8th Frbruary to 30th June, 2020 and upon successful completion, position of Trainee-Sales and Marketing as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the departmental duties of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of 2,16,000/- will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

(i) DIVRT compensation policy

(ii) Applicable laws

3. Other Terms and Conditions:

i. You will be governed by the terms and conditions applicable to your category of employees in our organization.

ii. Notice period for separation will be two (2) months.

iii. The components of your remuneration package are strictly confidential and are not to be disclosed/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

iv. This letter maybe retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

DIVRT (INDIA) PVT. LTD.

5. list of documents to be submitted after accepting the offer letter:
You are also required to submit the documents mentioned below on the day of joining (if not yet submitted):

a. Aadhaar Card
b. Residence proof
c. Age Proof
d. Copies of all educational certificates (originals to be produced for verification)
e. Passport size photo - 3 Numbers (soft copy to be sent by email)
f. PAN card and
g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Trainee-Sales and Marketing

Dear Ms.Patel Dhruvi

We are pleased to offer you full-time internship from 8th Frbruary to 30th June, 2020 and upon successful completion, position of Trainee-Sales and Marketing as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the departmental duties of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of 2 , 1 6 , 0 0 0 / - will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

(i) DIVRT compensation policy

(ii) Applicable laws

3. Other Terms and Conditions:

i. You will be governed by the terms and conditions applicable to your category of employees in our organization.

ii. Notice period for separation will be two (2) months.

iii. The components of your remuneration package are strictly confidential and are not to be disclosed/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

iv. This letter maybe retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.

Training and Placement Cell

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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DIVRT (INDIA) PVT. LTD.

5. list of documents to be submitted after accepting the offer letter:
You are also required to submit the documents mentioned below on the day of joining (if not yet submitted):

a. Aadhaar Card
b. Residence proof
c. Age Proof
d. Copies of all educational certificates (originals to be produced for verification)
e. Passport size photo - 3 Numbers (soft copy to be sent by email)
f. PAN card and
g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02a4f98b114542d3d44d53ee0d1fccc, 1.3.6.1.4.1.311.60.2.1.3=IN, 2.5.4.20=f2d4874d445a02b7bd89e1bee0fb3b3a9f1540894268a4f9537c38ea6401c7951483, postalCode=380015, st=Gujarat, serialNumber=0f266ba1fa77309ee82de5aebe10f5cf7163c41741552ca365cbb74075f04b44db, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Trainee-Sales and Marketing

Dear Ms.Vohra Saguftabanu Maha

We are pleased to offer you full-time internship from 8th Frbruary to 30th June, 2020 and upon successful completion, position of Trainee-Sales and Marketing as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the departmental duties of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of 2,16,000/- will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

(i) DIVRT compensation policy

(ii) Applicable laws

3. Other Terms and Conditions:

i. You will be governed by the terms and conditions applicable to your category of employees in our organization.

ii. Notice period for separation will be two (2) months.

iii. The components of your remuneration package are strictly confidential and are not to be disclosed/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

iv. This letter maybe retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

DIVRT (INDIA) PVT. LTD.

5. list of documents to be submitted after accepting the offer letter:
You are also required to submit the documents mentioned below on the day of joining (if not yet submitted):

a. Aadhaar Card
b. Residence proof
c. Age Proof
d. Copies of all educational certificates (originals to be produced for verification)
e. Passport size photo - 3 Numbers (soft copy to be sent by email)
f. PAN card and
g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Trainee-Sales and Marketing

Dear Ms.Dabholkar Hiral Rashmik

We are pleased to offer you full-time internship from 8th Frbruary to 30th June, 2020 and upon successful completion, position of Trainee-Sales and Marketing as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the departmental duties of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of 2 , 1 6 , 0 0 0 / - will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

(i) DIVRT compensation policy

(ii) Applicable laws

3. Other Terms and Conditions:

i. You will be governed by the terms and conditions applicable to your category of employees in our organization.

ii. Notice period for separation will be two (2) months.

iii. The components of your remuneration package are strictly confidential and are not to be disclosed/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

iv. This letter maybe retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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DIVRT (INDIA) PVT. LTD.

5. list of documents to be submitted after accepting the offer letter:
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g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Business Development Executive

Dear Ms.Bunha Rutika Niteshbhai

We are pleased to offer you full-time internship from 8th Frbruary to 30th June, 2020 and upon successful completion, position of Business Development Executive as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the departmental duties of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of 2 , 3 4 , 0 0 0 / - will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

(i) DIVRT compensation policy

(ii) Applicable laws

3. Other Terms and Conditions:

i. You will be governed by the terms and conditions applicable to your category of employees in our organization.

ii. Notice period for separation will be two (2) months.

iii. The components of your remuneration package are strictly confidential and are not to be disclosed/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

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4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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DIVRT (INDIA) PVT. LTD.

5. list of documents to be submitted after accepting the offer letter:
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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Business Development Executive

Dear Ms.Dave Nupurben Anilkum

We are pleased to offer you full-time internship from 8th Frbruary to 30th June, 2020 and upon successful completion, position of Business Development Executive as full-time employee with DIVRT India Private limited will be provided from July/August 2020.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2020 based on your skills, internship performance reviews and successful graduation of your degree program.

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Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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DIVRT (INDIA) PVT. LTD.

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Date: 2024.10.10 10:45:46 +05'30'

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

3Five8 Technologies Pvt. Ltd
Corporate Office -: 510, CORPORATE ANNEXE, Sonawala Road, ,Goregaon (East),Mumbai 400063
Web: adda.io ; Phone: 022-49727193
CIN Number : U72200KA2009PTC050290

Mr.Divan Parth Dipakkumar

Gujarat, India

Sub: Appointment Letter

Mr.Parth,

The Management is pleased to provide you a full Time Opportunity w.e.f. 28.08.2020 on the following terms and conditions mutually agreed.

1. Scope of work:

1.1 Your Probation Period will be of 3 Months w.e.f. 28.08.2020

1.2 During your probation period you will remain under the Supervision of Mr.Satish Sahoo-HR Manager

1.3 During Probation you will be stationed at our Bangalore Office.

1.4 The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

2. Emoluments:

2.1 You will be paid a amount of Rs. 20,000- (Twenty Thousand Rupees) per month in hand.

3. Secrecy/Confidentiality:

3.1 That this appointment may be withdrawn by the management without giving any notice.

3.2 You will not deal directly or indirectly any information with regard to our company, its sister Concern and its associate companies to any other individual, body, corporate, Organization of Company. You will maintain absolute confidentiality.

Training and Placement Cell

Ragin Ravindrabhai Shah

ADDA

3Five8 Technologies Pvt. Ltd

Corporate Office -: 510, CORPORATE ANNEXE, Sonawala Road, ,Goregaon (East),Mumbai 400063

Web: adda.io ; Phone: 022-49727193

CIN Number : U72200KA2009PTC050290

3.3 You will not take up any assignment with other companies who operate in the same or similar line or ours. In case you take up any such assignment; you will take permission and no objection from the Company.

Note -*On your successful completion of 12 months in Sales Trainee role, you will be moved to Associate Sales Manager with the new CTC (4.20 fixed+3.0 LK Variable Pay) will be changed as per the new role*.

Kindly Sign the duplicate copy of this letter as a token of your acceptance of this assignment and your consent to the terms and conditions mentioned here in above.

Thanking you,

Regards, For 3Five8 Technologies Pvt. Ltd.

Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature: Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02ef9fbb11654263b644d53ee0d1fcca, 2.5.4.20=72d487484f0f2b7b69bf7bbe0fb30c5cf1540894268a895372c58ee9401f951483, postalCode=380015, st=Gujarat, 2.5.4.4=Shah, 2.5.4.42=Ragin Ravindrabhai, 4075060448, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

3Five8 Technologies Pvt. Ltd
Corporate Office -: 510, CORPORATE ANNEXE, Sonawala Road, ,Goregaon (East),Mumbai 400063
Web: adda.io ; Phone: 022-49727193
CIN Number : U72200KA2009PTC050290

Mr.Upadhyay Niravkumar J

Gujarat, India

Sub: Appointment Letter

MrNiravkumar,

The Management is pleased to provide you a full Time Opportunity w.e.f. 28.08.2020 on the following terms and conditions mutually agreed.

1. Scope of work:

1.1 Your Probation Period will be of 3 Months w.e.f. 28.08.2020

1.2 During your probation period you will remain under the Supervision of Mr.Satish Sahoo-HR Manager

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Training and Placement Cell

Ragin Ravindrabhai Shah

ADDA

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Thanking you,

Regards, For 3Five8 Technologies Pvt. Ltd.

Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature: Ragin Ravindrabhai Shah

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DN: c=IN, o=Personal, title=4505, pseudonym=02ef9fbb11654263b644d53ee0d1fcca, 2.5.4.20=72d487484f0f2b7b69bf7bbe0fb30c5cf1540894268a895372c58ee9401f951483, postalCode=380015, st=Gujarat, 2.5.4.4=Shah, 2.5.4.42=Ragin Ravindrabhai, 4075060448, cn=Ragin Ravindrabhai Shah
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Web: adda.io ; Phone: 022-49727193
CIN Number : U72200KA2009PTC050290

Mr.Korat Krunal Himmatbha

Gujarat, India

Sub: Appointment Letter

Mr.Krunal,

The Management is pleased to provide you a full Time Opportunity w.e.f. 28.08.2020 on the following terms and conditions mutually agreed.

1. Scope of work:

1.1 Your Probation Period will be of 3 Months w.e.f. 28.08.2020

1.2 During your probation period you will remain under the Supervision of Mr.Satish Sahoo-HR Manager

1.3 During Probation you will be stationed at our Bangalore Office.

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Training and Placement Cell

Ragin Ravindrabhai Shah

ADDA

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Thanking you,

Regards, For 3Five8 Technologies Pvt. Ltd.

Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature: Ragin Ravindrabhai Shah

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3Five8 Technologies Pvt. Ltd
Corporate Office -: 510, CORPORATE ANNEXE, Sonawala Road, ,Goregaon (East),Mumbai 400063
Web: adda.io ; Phone: 022-49727193
CIN Number : U72200KA2009PTC050290

Mr.Upadhyay Snehal Rajesh

Gujarat, India

Sub: Appointment Letter

Mr.Snehal,

The Management is pleased to provide you a full Time Opportunity w.e.f. 28.08.2020 on the following terms and conditions mutually agreed.

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2. Emoluments:

2.1 You will be paid a amount of Rs. 20,000- (Twenty Thousand Rupees) per month in hand.

3. Secrecy/Confidentiality:

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Training and Placement Cell

Ragin Ravindrabhai Shah

ADDA

3Five8 Technologies Pvt. Ltd

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Kindly Sign the duplicate copy of this letter as a token of your acceptance of this assignment and your consent to the terms and conditions mentioned here in above.

Thanking you,

Regards, For 3Five8 Technologies Pvt. Ltd.

Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature: Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02ef9fbb11654263b644d53ee0d1fcca, 2.5.4.20=72d487484f0f2b7b69bf7bbe0fb30c5cf1540894268a895372c58ee9401f951483, postalCode=380015, st=Gujarat, 2.5.4.4=Shah, 2.5.4.42=Ragin Ravindrabhai, 4075060448, cn=Ragin Ravindrabhai Shah
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Mr.Mirza Sahil Salimbhai

Gujarat, India

Sub: Appointment Letter

Mr.Sahil,

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Mr.Palas Akshay Rashmikan

Gujarat, India

Sub: Appointment Letter

Mr.Akshay,

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Mr.Pargi Jaydeep Kachrubh

Gujarat, India

Sub: Appointment Letter

Mr.Jaydeep,

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Mr.Parmar Harshad Motibha

Gujarat, India

Sub: Appointment Letter

Mr.Harshad,

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Shilpi Minocha

Manager – People and Culture

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Mr.Patel Dharmesh Dahyab

Gujarat, India

Sub: Appointment Letter

Mr.Dharmesh,

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Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

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Ms.Patel Diyaben Vishnubha

Gujarat, India

Sub: Appointment Letter

Ms.Diyaben,

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Manager – People and Culture

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Mr.Patel Jay Rajendrakuma

Gujarat, India

Sub: Appointment Letter

Mr.Jay,

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Ms.Vasani Hanee

Gujarat, India

Sub: Appointment Letter

Mr.Hanee,

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Mr.Patel Meet Chandreshbh

Gujarat, India

Sub: Appointment Letter

Mr.Meet,

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3Five8 Technologies Pvt. Ltd
Corporate Office -: 510, CORPORATE ANNEXE, Sonawala Road, ,Goregaon (East),Mumbai 400063
Web: adda.io ; Phone: 022-49727193
CIN Number : U72200KA2009PTC050290

Mr.Patel Rajkumar Vishnubh

Gujarat, India

Sub: Appointment Letter

Mr.Rajkumar,

The Management is pleased to provide you a full Time Opportunity w.e.f. 28.08.2020 on the following terms and conditions mutually agreed.

1. Scope of work:

1.1 Your Probation Period will be of 3 Months w.e.f. 28.08.2020

1.2 During your probation period you will remain under the Supervision of Mr.Satish Sahoo-HR Manager

1.3 During Probation you will be stationed at our Bangalore Office.

1.4 The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

2. Emoluments:

2.1 You will be paid a amount of Rs. 20,000- (Twenty Thousand Rupees) per month in hand.

3. Secrecy/Confidentiality:

3.1 That this appointment may be withdrawn by the management without giving any notice.

3.2 You will not deal directly or indirectly any information with regard to our company, its sister Concern and its associate companies to any other individual, body, corporate, Organization of Company. You will maintain absolute confidentiality.

Training and Placement Cell

Ragin Ravindrabhai Shah

ADDA

3Five8 Technologies Pvt. Ltd

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3.3 You will not take up any assignment with other companies who operate in the same or similar line or ours. In case you take up any such assignment; you will take permission and no objection from the Company.

Note -*On your successful completion of 12 months in Sales Trainee role, you will be moved to Associate Sales Manager with the new CTC (4.20 fixed+3.0 LK Variable Pay) will be changed as per the new role*.

Kindly Sign the duplicate copy of this letter as a token of your acceptance of this assignment and your consent to the terms and conditions mentioned here in above.

Thanking you,

Regards, For 3Five8 Technologies Pvt. Ltd.

Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature: Ragin Ravindrabhai Shah

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You Are Awesome!

Offer Letter

Six Dee Telecom Solutions

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

1st-May-2020

Dear Patel Samparkkumar Ma,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

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GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited,** at our **Bangalore** office as **Business Development officer.** Your total cost to company will be **INR 1,80,000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 3,00,000 per annum**. Details of the salary structure are given in the annexure attached.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

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The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexiblein approving time off when doing so would not interfere with company operations.
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5 – Passport related

After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employees of the Company or any of its related companies; or

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Ragin Ravindrabhai Shah

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d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct.
Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to beresolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance withthe Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

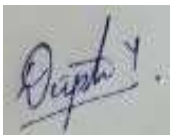
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Patel Samparkkumar Ma)

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Offer Letter

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1st-May-2020

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After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

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During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employees of the Company or any of its related companies; or

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Ragin Ravindrabhai Shah

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d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
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This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to beresolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance withthe Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

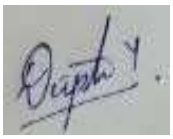
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Patel Shivam Jayantibha)

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Ragin Ravindrabhai Shah

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You Are Awesome!

Offer Letter

Six Dee Telecom Solutions

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

1st-May-2020

Dear Patel Shreyas Narendrak,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited,** at our **Bangalore** office as **Business Development officer.** Your total cost to company will be **INR 1,80,000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 3,00,000 per annum**. Details of the salary structure are given in the annexure attached.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

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Bhoyan Rathod, Gandhinagar

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ANNUAL LEAVES

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexiblein approving time off when doing so would not interfere with company operations.
During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:
1 – Illness with fever
2 – University Convocation
3 – University Exams
4 – Marriage/ Death (god forbid) in immediate family
5 – Passport related

After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employees of the Company or any of its related companies; or

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Ragin Ravindrabhai Shah

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d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct.
Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to beresolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance withthe Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

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Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

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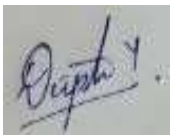
We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

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I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Patel Shreyas Narendrak)

Training and Placement Cell

Ragin Ravindrabhai Shah

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You Are Awesome!

Offer Letter

Six Dee Telecom Solutions

Training and Placement Cell

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#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

1st-May-2020

Dear Patel Sunny Pravinbhai,

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We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited,** at our **Bangalore** office as **Business Development officer.** Your total cost to company will be **INR 1,80,000 per annum**. Details of the salary structure are given in the annexure attached.

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Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

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The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

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NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employees of the Company or any of its related companies; or

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct.
Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to beresolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance withthe Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

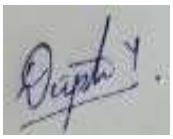
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Patel Sunny Pravinbhai)

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Ragin Ravindrabhai Shah

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Offer Letter

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Swarnim Startup & Innovation University
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Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

1st-May-2020

Dear Patel Tejas Kalpeshbhai,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

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GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited,** at our **Bangalore** office as **Business Development officer.** Your total cost to company will be **INR 1,80,000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 3,00,000 per annum**. Details of the salary structure are given in the annexure attached.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

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ANNUAL LEAVES

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexiblein approving time off when doing so would not interfere with company operations.
During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:
1 – Illness with fever
2 – University Convocation
3 – University Exams
4 – Marriage/ Death (god forbid) in immediate family
5 – Passport related

After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employees of the Company or any of its related companies; or

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Bhoyan Rathod, Gandhinagar

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We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

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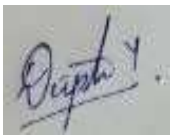
You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Patel Tejas Kalpeshbhai)

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

1st-May-2020

Dear Rajput Krishnakumar Ha,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

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GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited,** at our **Bangalore** office as **Business Development officer.** Your total cost to company will be **INR 1,80,000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 3,00,000 per annum**. Details of the salary structure are given in the annexure attached.

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You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

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- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

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Ragin Ravindrabhai Shah

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ANNUAL LEAVES

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexiblein approving time off when doing so would not interfere with company operations.
During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:
1 – Illness with fever
2 – University Convocation
3 – University Exams
4 – Marriage/ Death (god forbid) in immediate family
5 – Passport related

After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employees of the Company or any of its related companies; or

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d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct.
Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to beresolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance withthe Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

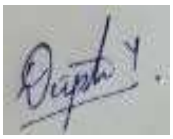
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Rajput Krishnakumar Ha)

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

1st-May-2020

Dear Rathod Abhimanyu Null,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

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Bhoyan Rathod, Gandhinagar

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GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited,** at our **Bangalore** office as **Business Development officer.** Your total cost to company will be **INR 1,80,000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 3,00,000 per annum**. Details of the salary structure are given in the annexure attached.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

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Bhoyan Rathod, Gandhinagar

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NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employees of the Company or any of its related companies; or

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d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
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Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

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Bhoyan Rathod, Gandhinagar

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BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

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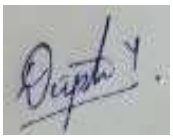
Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Rathod Abhimanyu Null)

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Swarnim Startup & Innovation University
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Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

1st-May-2020

Dear Singh Akash Rakeshkum,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited,** at our **Bangalore** office as **Business Development officer.** Your total cost to company will be **INR 1,80,000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 3,00,000 per annum**. Details of the salary structure are given in the annexure attached.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
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- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employees of the Company or any of its related companies; or

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d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct.
Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to beresolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance withthe Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

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INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

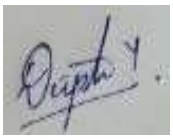
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Singh Akash Rakeshkum)

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Ragin Ravindrabhai Shah

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You Are Awesome!

Offer Letter

Six Dee Telecom Solutions

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

1st-May-2020

Dear Soni Shyamal Bhaveshbh,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

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b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
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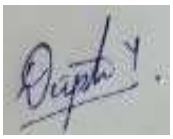
You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Soni Shyamal Bhaveshbh)

Training and Placement Cell

Ragin Ravindrabhai Shah

6D Technologies
Smart *Ideas*, Delivered

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Offer Letter

Six Dee Telecom Solutions

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

1st-May-2020

Dear Sukhadiya Anchalben Pa,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited,** at our **Bangalore** office as **Business Development officer.** Your total cost to company will be **INR 1,80,000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 3,00,000 per annum**. Details of the salary structure are given in the annexure attached.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

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ANNUAL LEAVES

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During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:
1 – Illness with fever
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4 – Marriage/ Death (god forbid) in immediate family
5 – Passport related

After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employees of the Company or any of its related companies; or

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d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct.
Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to beresolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance withthe Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

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Ragin Ravindrabhai Shah

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INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

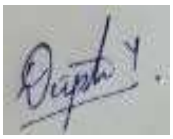
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Sukhadiya Anchalben Pa)

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

6D Technologies
Smart *Ideas*, Delivered

You Are Awesome!

Offer Letter

Six Dee Telecom Solutions

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INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

1st-May-2020

Dear Tomar Pravin Dineshbha,

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GROSS SALARY

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b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employees of the Company or any of its related companies; or

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d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

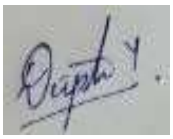
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Tomar Pravin Dineshbha)

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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17th February,2020
Ref: OPEX/RRF4108.CAN/1753004010

APPOINTMENT LETTER

To,
Karadani Palak Giradhar

Dear Palak,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June 5,2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

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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.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & 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 and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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

This offer of employment and its annexures 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.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Karadani Palak Giradhar

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

Training and Placement Cell

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce 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

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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 Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

Training and Placement Cell

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

Training and Placement Cell

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iOPEX [Business Optimized]∞ TECHNOLOGIES

17th February,2020

Ref: OPEX/RRF4108.CAN/1753004011

APPOINTMENT LETTER

To,
Kavad Jignaben Jashubh

Dear Jignaben,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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2. **Location:**

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Training and Placement Cell

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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.

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In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

Training and Placement Cell

Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

This offer of employment and its annexures 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.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Kavad Jignaben Jashubh

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce 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

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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 Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

Training and Placement Cell

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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17th February,2020
Ref: OPEX/RRF4108.CAN/1753004012

APPOINTMENT LETTER

To,
Khandewal Dikshitaben G

Dear Dikshitaben,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June 5,2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

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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.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & 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 and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Khandewal Dikshitaben G

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
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	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
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	Night Shift Allowance	5,500	66000
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	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
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	TOTAL CTC	**25,000**	**300,000**
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c) Variable Components

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Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce 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

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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 Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

Training and Placement Cell

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
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   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

17th February,2020

Ref: OPEX/RRF4108.CAN/1753004013

APPOINTMENT LETTER

To,
Khokhar Madhavi Jagdis

Dear Madhavi,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June 5,2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

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Startup & Innovation University Bhoyan Rathod, Gandhinagar

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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.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & 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 and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

Training and Placement Cell

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

This offer of employment and its annexures 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.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Training and Placement Cell

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Khokhar Madhavi Jagdis

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

Training and Placement Cell

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

Training and Placement Cell

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Bhoyan Rathod, Gandhinagar

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4. Relieving letter/Service certificate from the last three employer's as per applicability.

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17th February,2020
Ref: OPEX/RRF4108.CAN/1753004014

APPOINTMENT LETTER

To,
Ladumor Alpesh Dhirubh

Dear Alpesh,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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Training and Placement Cell

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Ragin Ravindrab hai Shah

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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.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & 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 and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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Date: 2024.10.10 10:45:46 +05'30'

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

This offer of employment and its annexures 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.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Ladumor Alpesh Dhirubh

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce 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

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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 Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

Training and Placement Cell

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Bhoyan Rathod, Gandhinagar

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

17th February,2020

Ref: OPEX/RRF4108.CAN/1753004015

APPOINTMENT LETTER

To,
Mangrolia Khushali Nare

Dear Khushali,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June 5,2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

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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.

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You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

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The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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

This offer of employment and its annexures 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.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Training and Placement Cell

Swarnim Startup & Innovation University
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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Mangrolia Khushali Nare

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce 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

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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 Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

Training and Placement Cell

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

17th February,2020

Ref: OPEX/RRF4108.CAN/1753004017

APPOINTMENT LETTER

To,
Pandey Sapna Shashibha

Dear Sapna,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June 5,2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

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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.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & 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 and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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

This offer of employment and its annexures 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.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Pandey Sapna Shashibha

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
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	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce 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

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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 Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

Training and Placement Cell

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

17th February,2020

Ref: OPEX/RRF4108.CAN/1753004018

APPOINTMENT LETTER

To,
Pandya Vijaykumar Tagj

Dear Vijaykumar,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June 5,2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

Training and Placement Cell

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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.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & 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 and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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Bhoyan Rathod, Gandhinagar

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

This offer of employment and its annexures 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.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Pandya Vijaykumar Tagj

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

Training and Placement Cell

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce 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

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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 Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

Training and Placement Cell

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Swarnim Startup & Innovation University
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Its mandate to submit the below mentioned documents at the time of your joining

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Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

17th February,2020

Ref: OPEX/RRF4108.CAN/1753004019

APPOINTMENT LETTER

To,
Parmar Jaimini Hasmukh

Dear Jaimini,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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Training and Placement Cell

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4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & 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 and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

Training and Placement Cell

Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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

This offer of employment and its annexures 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.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

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Bhoyan Rathod, Gandhinagar

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Parmar Jaimini Hasmukh

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce 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

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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 Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

Training and Placement Cell

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

Training and Placement Cell

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17th February,2020
Ref: OPEX/RRF4108.CAN/1753004020

APPOINTMENT LETTER

To,
Parmar Manishaben Ram

Dear Manishaben,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June 5,2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

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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.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

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Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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

This offer of employment and its annexures 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.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Training and Placement Cell

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Parmar Manishaben Ram

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
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	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
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	Provident Fund	1,243	14,916
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Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce 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

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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 Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

Training and Placement Cell

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
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   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

17th February,2020
Ref: OPEX/RRF4108.CAN/1753004021

APPOINTMENT LETTER

To,
Patel Hil Piyushbhai

Dear Hil,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June 5,2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

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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.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & 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 and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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Date: 2024.10.10 10:45:46 +05'30'

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

This offer of employment and its annexures 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.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Training and Placement Cell

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Hil Piyushbhai

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

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iOPEX [Business Optimized]∞ TECHNOLOGIES

17th February,2020

Ref: OPEX/RRF4108.CAN/1753004009

APPOINTMENT LETTER

To,
Goswami Pruthvipuri

Dear Pruthvipuri,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June 5,2020.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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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.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & 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 and will be based on iOPEX's Compensation & Promotion Policy.

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During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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

This offer of employment and its annexures 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.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Maitreeben Nagesh

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce 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

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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 Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

Training and Placement Cell

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

17th February,2020

Ref: OPEX/RRF4108.CAN/1753004024

APPOINTMENT LETTER

To,
Patel Princyben Hasmuk

Dear Princyben,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month from the date of joining. In case check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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

This offer of employment and its annexures 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.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,

Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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DN: c=IN, o=Personal, title=4505, pseudonym=f22adf98b8154d2d3d44d53ee0d1fcce, 1.3.6.1.4.1.311.60.2.1.3=India, 2.5.4.20=f2d4874d445a02b7b689e3bee0fb30c5e9f1458f942da4f9537c38ea934b7951483, postalCode=380015, st=Gujarat, serialNumber=0f266aafa77309ee82de5aebe10f5cf7163c417415522ca365cbb74075f0d44d8c, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Princyben Hasmuk

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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Date: 2024.10.10 10:45:46 +05'30'

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce 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

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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 Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

Training and Placement Cell

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

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Date: 2024.10.10 10:45:46 +05'30'

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC42/2020 18th April,2020

Subject: Offer of Appointment

DearMs.Patel Rjvi Hiteshbhai,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th July,2020** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on **15th July,2020** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **20th April,2020.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Rjvi

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

TCI EXPRESS
LEADER IN EXPRESS

(ANNEXURE-1: CTC DETAILS)

Name:Patel Rjvi Hiteshbhai **Grade: D**

Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund *(12% of Basic)*	1,596
Group Personal Accident Insurance	19
Uniform	250
Medical Insurance	925
Gratuity	639
TOTAL	3,429
Monthly CTC	30,096
Gross salary per month	25,875
Per Annum CTC	3,61,157
Gross salary per annum	3,10,500

*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Rjvi

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th July,2020 to 21st July,2020** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR.

Travelling

-You shall be required to bear expenses incurred on travel while reporting for joining and Induction -Train ticket from Gurgaon to your place of posting shall be arranged by us.

Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY
Plot No. 208-P,
Near DPS Primary School
Sec. 47, Gurugram - 122001
Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th July,2020** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st July,2020**)

Amresh Mishra

Rjvi

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC43/2020 18th April,2020

Subject: Offer of Appointment

DearMs.Patel Rakshitaben Shaile,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th July,2020** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on **15th July,2020** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **20th April,2020.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Rakshita

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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TCI EXPRESS
LEADER IN EXPRESS

(ANNEXURE-1: CTC DETAILS)

Name:Patel Rakshitaben Shaile **Grade: D**

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Gross salary per month	25,875
Per Annum CTC	3,61,157
Gross salary per annum	3,10,500

*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Rakshita

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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serialNumber=0f260a2fa77309ee82dc5aebe10f5cf7163c41741552ce365cbb74075f0d44d8c, cn=Ragin Ravindrabhai Shah
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ANNEXURE-II (Joining & Induction)

Submission of Documents
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Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

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Near DPS Primary School
Sec. 47, Gurugram - 122001
Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

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Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st July,2020**)

Amresh Mishra

Rakshita

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC44/2020 18th April,2020

Subject: Offer of Appointment

DearMs.Patel Vidhi K,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th July,2020** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on **15th July,2020** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **20th April,2020.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Vidhi

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=f22adf98b8154d2d3b44d53ee0d1fccb, 1.3.6.1.4.1.311.60.2.1.3=India, 2.5.4.20=f2d4874d445a02b7bd89e1bee0fb3b3a9f1540894268a4f9537c38ea934b0d795f1483, postalCode=380015, st=Gujarat, serialNumber=0f266ba1fa77309ee82de5aebe10f5cf7163c41741552ca365cbb74075f0d44d8c, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCI EXPRESS
LEADER IN EXPRESS

(ANNEXURE-1: CTC DETAILS)

Name:Patel Vidhi K **Grade: D**

Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund *(12% of Basic)*	1,596
Group Personal Accident Insurance	19
Uniform	250
Medical Insurance	925
Gratuity	639
TOTAL	3,429
Monthly CTC	30,096
Gross salary per month	25,875
Per Annum CTC	3,61,157
Gross salary per annum	3,10,500

*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Vidhi

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th July,2020 to 21st July,2020** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR.

Travelling

-You shall be required to bear expenses incurred on travel while reporting for joining and Induction -Train ticket from Gurgaon to your place of posting shall be arranged by us.

Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY
Plot No. 208-P,
Near DPS Primary School
Sec. 47, Gurugram - 122001
Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th July,2020** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st July,2020**)

Amresh Mishra

Vidhi

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC45/2020 18th April,2020

Subject: Offer of Appointment

DearMs.Pundkar Ruchika Devida,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th July,2020** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
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7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

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Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **20th April,2020.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Ruchika

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=f22adf98b8154d2d3b44d53ee0d1fccb, 1.3.6.1.4.1.311.60.2.1.3=India, 2.5.4.20=f2d4874d445a02b7bd89e1bee0fb3b3a9f1540894268ad9537c38ea934b0d7951483, postalCode=380015, st=Gujarat, serialNumber=0f266aafa77309ee82de5aebe10f5cf7163c41741552ca365cbb74075f0d44d8, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCI EXPRESS
LEADER IN EXPRESS

(ANNEXURE-1: CTC DETAILS)

Name:Pundkar Ruchika Devida **Grade: D**

Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund *(12% of Basic)*	1,596
Group Personal Accident Insurance	19
Uniform	250
Medical Insurance	925
Gratuity	639
TOTAL	3,429
Monthly CTC	30,096
Gross salary per month	25,875
Per Annum CTC	3,61,157
Gross salary per annum	3,10,500

*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Ruchika

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

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Induction Programme
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Travelling

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Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY
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Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th July,2020** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st July,2020**)

Amresh Mishra

Ruchika

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC46/2020 18th April,2020

Subject: Offer of Appointment

DearMs.Pundkar Tanvi Devidas,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th July,2020** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

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Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **20th April,2020.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Tanvi

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name:Pundkar Tanvi Devidas	**Grade: D**
Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund *(12% of Basic)*	1,596
Group Personal Accident Insurance	19
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TOTAL	3,429
Monthly CTC	30,096
Gross salary per month	25,875
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Gross salary per annum	3,10,500

*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Tanvi

Signature

Training and Placement Cell

Ragin Ravindrabhai Shah

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serialNumber=0f260a2fa77309ee82dc5aebe10f5cf7163c41741552ce365cbb74075f0d44d4c, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th July,2020 to 21st July,2020** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR.

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Check-in time at the guest house is **After 10:00 AM onwards on 15th July,2020** -
Necessary arrangement is made for stay, breakfast & Dinner.
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Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st July,2020**)

Amresh Mishra

Tanvi

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC47/2020 18th April,2020

Subject: Offer of Appointment

DearMr.Rjput Shivam Singh Suni,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th July,2020** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

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3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
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5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
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7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
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This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on **15th July,2020** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

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You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **20th April,2020.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Shivam

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

TCI EXPRESS
LEADER IN EXPRESS

(ANNEXURE-1: CTC DETAILS)

Name:Rjput Shivam Singh Suni **Grade: D**

Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
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*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Shivam

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
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Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st July,2020**)

Amresh Mishra

Shivam

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=f22a4ff8bf1f4542e81644d53ee0d1fccc, 1.3.6.1.4.1.311.60.2.1.3=IN, 2.5.4.20=f2d474d445a52b7bd89e1bee0fb30c5ef1540894262ad9537c38ea934b7951483, postalCode=380015, st=Gujarat, serialNumber=0f260a2fa77309ee82dc5a0bef0f5cf7163c41741552ca365cb674070fd04844fc, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC48/2020 18th April,2020

Subject: Offer of Appointment

DearMs.Ramugade Nirjala Prabh,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th July,2020** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on **15th July,2020** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **20th April,2020.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Nirjala

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=f22adf98b81b4542e81b44d53ee0d1fccb, 1.3.6.1.4.1.311.60.2.1.3=IN, 2.5.4.20=f2d4874d445a02b7bd89e1bee0fb3b5a9f1b4589426a4f9537c18ea934b0c7951483, postalCode=380015, st=Gujarat, serialNumber=0f266aafa77309ee82de5aebe10f5cf7163c41741552ca365cbb74075f0d44d8, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCI EXPRESS
LEADER IN EXPRESS

(ANNEXURE-1: CTC DETAILS)

Name:Ramugade Nirjala Prabh	**Grade: D**
Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund *(12% of Basic)*	1,596
Group Personal Accident Insurance	19
Uniform	250
Medical Insurance	925
Gratuity	639
TOTAL	3,429
Monthly CTC	30,096
Gross salary per month	25,875
Per Annum CTC	3,61,157
Gross salary per annum	3,10,500

*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Nirjala

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, pseudonym=62...d53ee0d1fccc, 1.3.6.1.4.1.24484.4.4.5.a0.2b7bc89e3bee, 1.3.6.1.5.5.7.9.4=6b3c5c9f1b5d894262ad9f537c38ea54b, serialNumber=0f260a2fa77309ee82dc5aebe1bf5cf7163c41741552ce365cbb74075f04b44d8c, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th July,2020 to 21st July,2020** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR.

Travelling

-You shall be required to bear expenses incurred on travel while reporting for joining and Induction -Train ticket from Gurgaon to your place of posting shall be arranged by us.

Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY
Plot No. 208-P,
Near DPS Primary School
Sec. 47, Gurugram - 122001
Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th July,2020** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st July,2020**)

Amresh Mishra

Nirjala

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

TCIEXPRESS
LEADER IN EXPRESS

TCIEXP/HRD/XCRP/RC49/2020 **18th April,2020**

Subject: Offer of Appointment

DearMr.Rathod Pruthvirjsinh Gh,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th July,2020** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on **15th July,2020** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **20th April,2020.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Pruthvisinh

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02adf98b11454d3b44d53ee0d1fccc, 1.3.6.1.4.1.311.60.2.1.3=IN, 2.5.4.20=f2d4874d45a02b7bd89e1bee0fb3b5a9f1540894260ad9537c18ea6407951483, postalCode=380015, st=Gujarat, serialNumber=0f260aafa77309ee82de5aebe10f5cf7163c41741552ca365cbb74075f0d44d8, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCI EXPRESS
LEADER IN EXPRESS

(ANNEXURE-1: CTC DETAILS)

Name:Rathod Pruthvirjsinh Gh	**Grade: D**
Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund *(12% of Basic)*	1,596
Group Personal Accident Insurance	19
Uniform	250
Medical Insurance	925
Gratuity	639
TOTAL	3,429
Monthly CTC	30,096
Gross salary per month	25,875
Per Annum CTC	3,61,157
Gross salary per annum	3,10,500

*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Pruthvisinh

Signature

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th July,2020 to 21st July,2020** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR.

Travelling

-You shall be required to bear expenses incurred on travel while reporting for joining and Induction -Train ticket from Gurgaon to your place of posting shall be arranged by us.

Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY
Plot No. 208-P,
Near DPS Primary School
Sec. 47, Gurugram - 122001
Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th July,2020** -
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- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st July,2020**)

Amresh Mishra

Pruthvisinh

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC50/2020 18th April,2020

Subject: Offer of Appointment

DearMs.Rochlani Amirita Suresh,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th July,2020** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

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2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

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Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **20th April,2020.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Amirita

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

TCI EXPRESS
LEADER IN EXPRESS

(ANNEXURE-1: CTC DETAILS)

Name:Rochlani Amirita Suresh	**Grade: D**
Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund *(12% of Basic)*	1,596
Group Personal Accident Insurance	19
Uniform	250
Medical Insurance	925
Gratuity	639
TOTAL	3,429
Monthly CTC	30,096
Gross salary per month	25,875
Per Annum CTC	3,61,157
Gross salary per annum	3,10,500

*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Amirita

Signature

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
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Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th July,2020** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st July,2020**)

Amresh Mishra

Amirita

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC51/2020 18th April,2020

Subject: Offer of Appointment

DearMs.Savaliya Truptiben Gaut,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th July,2020** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

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4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on **15th July,2020** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **20th April,2020.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Trupti

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

TCI EXPRESS
LEADER IN EXPRESS

(ANNEXURE-1: CTC DETAILS)

Name:Savaliya Truptiben Gaut **Grade: D**

Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund *(12% of Basic)*	1,596
Group Personal Accident Insurance	19
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Gross salary per month	25,875
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*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Trupti

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

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Sec. 47, Gurugram - 122001
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Necessary arrangement is made for stay, breakfast & Dinner.
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Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st July,2020**)

Amresh Mishra

Trupti

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02adf98b8154042d3044d33ee0d1fccc, 1.3.6.1.4.1.311.60.2.1.3=IN, 2.5.4.20=f2d4874d445a02b7bd89e1bee0fb30c5ef5408942da4f9537c38ea934b7951483, postalCode=380015, st=Gujarat, serialNumber=0f260a2fa77309ee82dc5aebe10f5cf7163c41741552ca365cbb74075f04b44dc, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC52/2020 18th April,2020

Subject: Offer of Appointment

DearMs.Sheth Choula Geetkumar,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th July,2020** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on **15th July,2020** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **20th April,2020.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Choula

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=f22adf98bb1144240d1644d53ee0d1fccb, 1.3.6.1.4.1.311.60.2.1.3=IN, 2.5.4.20=f2d4874d445a02b7b589e1bee0fb3b5a9f1540894260ad9537c38ea9401d7951483, postalCode=380015, st=Gujarat, serialNumber=0f266ba1fa77309ee82de5aebe10f5cf7163c41741552ca365cbb74075f0d44d8, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCI EXPRESS
LEADER IN EXPRESS

(ANNEXURE-1: CTC DETAILS)

Name:Sheth Choula Geetkumar **Grade: D**

Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund *(12% of Basic)*	1,596
Group Personal Accident Insurance	19
Uniform	250
Medical Insurance	925
Gratuity	639
TOTAL	3,429
Monthly CTC	30,096
Gross salary per month	25,875
Per Annum CTC	3,61,157
Gross salary per annum	3,10,500

*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Choula

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th July,2020 to 21st July,2020** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR.

Travelling

-You shall be required to bear expenses incurred on travel while reporting for joining and Induction -Train ticket from Gurgaon to your place of posting shall be arranged by us.

Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY
Plot No. 208-P,
Near DPS Primary School
Sec. 47, Gurugram - 122001
Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th July,2020** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st July,2020**)

Amresh Mishra **Choula**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC53/2020 18th April,2020

Subject: Offer of Appointment

DearMr.Shikary Rajesh Binay,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th July,2020** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on **15th July,2020** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **20th April,2020.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Rajesh

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=f22adf98b8154d2d3b44d53ee0d1fccb, 1.3.6.1.4.1.311.60.2.1.3=India, 2.5.4.20=f2d4874d445a02b7bd89e1bee0fb3b5a9f1540894268ad9537c38ea934b0d7951483, postalCode=380015, st=Gujarat, serialNumber=0f266aafa77309ee82de5aebe10f5cf7163c41741552ca365cbb74075f0d44d8, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name:Shikary Rajesh Binay	**Grade: D**
Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund *(12% of Basic)*	1,596
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TOTAL	3,429
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Gross salary per annum	3,10,500

*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Rajesh

Signature

Training and Placement Cell

Ragin Ravindrabhai Shah

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ANNEXURE-II (Joining & Induction)

Submission of Documents
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Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

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Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

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- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st July,2020**)

Amresh Mishra

Rajesh

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:46 +05'30'

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhosale Marg, Worli,
Mumbai 400 018 India

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref: MMFSL/Nov-2019/MT/HRD/**C1753004039**

Date: November 25,2019

Ms.Solanki Honey Babubhai

Dear Ms.Honey,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. Leave as per leave policy of the company.
2. You will be placed at our - MADURAI and report to the concerned Manager
3. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices situated in India.

During this period, you will be entitled to the following:

Components	Amount (in INR)
Basic	144000
HRA	72000
Personal Allowance	145396
Monthly Gross	30116
Annual Gross	**361396**
Annual Benefits	
Provident Fund	17280
Gratuity	6924
Superannuation	14400
Gross Fixed Annual CTC	**400000**
Performance Pay *	80000
Retention Bonus **	**120000**
Total Annual CTC	**600000**

Training and Placement Cell

VM.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of **Rs. 10 lakhs** subject to satisfactory compliance of rules of insurance company in this regard. This
   will be effective from the date of payment of premium against this policy.

2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company. We would appreciate if you can kindly join us on or before May 30,2020**.**
Please sign the duplicate copy of this letter as token of acceptance of the above offer.
The above offer of appointment is subject to submission & verification of following documents:

- Copies of your testimonials.
- Reference letters – 2 Nos
- Reference Check
- Passport Size Photographs – 3 Nos
- Relieving letter from Previous / last Employer.
- Medical Fitness Certificate
- Date of Birth Certificate
- Salary Certificate
- Address Proof

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

AUTHORISED SIGNATORY

Ragin Ravindrabhai Shah

Swaminarayan Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhosale Marg, Worli,
Mumbai 400 018 India

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref: MMFSL/Nov-2019/MT/HRD/**C1753004040**

Date: November 25,2019

Ms.Sutariya Pinal Pareshku

Dear Ms.Pinal,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. Leave as per leave policy of the company.
2. You will be placed at our - MADURAI and report to the concerned Manager
3. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices situated in India.

During this period, you will be entitled to the following:

Components	Amount (in INR)
Basic	144000
HRA	72000
Personal Allowance	145396
Monthly Gross	30116
Annual Gross	**361396**
Annual Benefits	
Provident Fund	17280
Gratuity	6924
Superannuation	14400
Gross Fixed Annual CTC	**400000**
Performance Pay *	80000
Retention Bonus **	**120000**
Total Annual CTC	**600000**

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of **Rs. 10 lakhs** subject to satisfactory compliance of rules of insurance company in this regard. This
   will be effective from the date of payment of premium against this policy.

2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company. We would appreciate if you can kindly join us on or before May 30,2020**.**
Please sign the duplicate copy of this letter as token of acceptance of the above offer.
The above offer of appointment is subject to submission & verification of following documents:

- Copies of your testimonials.
- Reference letters – 2 Nos
- Reference Check
- Passport Size Photographs – 3 Nos
- Relieving letter from Previous / last Employer.
- Medical Fitness Certificate
- Date of Birth Certificate
- Salary Certificate
- Address Proof

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

AUTHORISED SIGNATORY

Ragin Ravindrabhai Shah

Swaminarayan Startup & Innovation University Bhoyan Rathod, Gandhinagar

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhosale Marg, Worli,
Mumbai 400 018 India

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref: MMFSL/Nov-2019/MT/HRD/**C1753004007**

Date: November 25,2019

Ms.Gokalani Honey Hitendra

Dear Ms. Honey,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. Leave as per leave policy of the company.
2. You will be placed at our - MADURAI and report to the concerned Manager
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Retention Bonus **	**120000**
Total Annual CTC	**600000**

Training and Placement Cell

VM.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

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1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of **Rs. 10 lakhs** subject to satisfactory compliance of rules of insurance company in this regard. This
   will be effective from the date of payment of premium against this policy.

2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company. We would appreciate if you can kindly join us on or before May 30,2020**.**
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FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

AUTHORISED SIGNATORY

Ragin Ravindrabhai Shah

Swaminarayan Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Mahindra FINANCE

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Mahindra Towers, 4th Floor,
Dr. G. M. Bhosale Marg, Worli,
Mumbai 400 018 India

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref: MMFSL/Nov-2019/MT/HRD/**C1753004008**

Date: November 25,2019

Ms.Gondaliya Mansi Rajesh

Dear Ms.Mansi,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. Leave as per leave policy of the company.
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Training and Placement Cell

VM.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

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- Reference Check
- Passport Size Photographs – 3 Nos
- Relieving letter from Previous / last Employer.
- Medical Fitness Certificate
- Date of Birth Certificate
- Salary Certificate
- Address Proof

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

AUTHORISED SIGNATORY

Ragin Ravindrabhai Shah

Swaminarayan Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhosale Marg, Worli,
Mumbai 400 018 India

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref: MMFSL/Nov-2019/MT/HRD/**C1753003002**

Date: November 25,2019

Mr.Pandey Ritik

Dear Mr. Ritik,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. Leave as per leave policy of the company.
2. You will be placed at our - MADURAI and report to the concerned Manager
3. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices situated in India.

During this period, you will be entitled to the following:

Components	Amount (in INR)
Basic	144000
HRA	72000
Personal Allowance	145396
Monthly Gross	30116
Annual Gross	**361396**
Annual Benefits	
Provident Fund	17280
Gratuity	6924
Superannuation	14400
Gross Fixed Annual CTC	**400000**
Performance Pay *	80000
Retention Bonus **	**120000**
Total Annual CTC	**600000**

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Bhoyan Rathod, Gandhinagar

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*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of **Rs. 10 lakhs** subject to satisfactory compliance of rules of insurance company in this regard. This
   will be effective from the date of payment of premium against this policy.

2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company. We would appreciate if you can kindly join us on or before May 30,2020**.**
Please sign the duplicate copy of this letter as token of acceptance of the above offer.
The above offer of appointment is subject to submission & verification of following documents:

- Copies of your testimonials.
- Reference letters – 2 Nos
- Reference Check
- Passport Size Photographs – 3 Nos
- Relieving letter from Previous / last Employer.
- Medical Fitness Certificate
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- Salary Certificate
- Address Proof

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Fax: +91 22 2498170/71

Ref: MMFSL/Nov-2019/MT/HRD/**C1753005002**

Date: November 25,2019

Mr.Mistry Raj Gajendrabhai

Dear Mr.Raj,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

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During this period, you will be entitled to the following:

Components	Amount (in INR)
Basic	144000
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Personal Allowance	145396
Monthly Gross	30116
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Total Annual CTC	**600000**

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*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

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   will be effective from the date of payment of premium against this policy.

2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company. We would appreciate if you can kindly join us on or before May 30,2020**.**
Please sign the duplicate copy of this letter as token of acceptance of the above offer.
The above offer of appointment is subject to submission & verification of following documents:

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FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

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Ref: MMFSL/Nov-2019/MT/HRD/**C1753005003**

Date: November 25,2019

Mr.Patel Priyanshu Jagdishb

Dear Mr.Priyanshu,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. Leave as per leave policy of the company.
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*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

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   will be effective from the date of payment of premium against this policy.

2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company. We would appreciate if you can kindly join us on or before May 30,2020**.**
Please sign the duplicate copy of this letter as token of acceptance of the above offer.
The above offer of appointment is subject to submission & verification of following documents:

- Copies of your testimonials.
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FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

AUTHORISED SIGNATORY

Ragin Ravindrabhai Shah

Swaminarayan Startup & Innovation University Bhoyan Rathod, Gandhinagar

Offer: Business Process Hiring
Ref: TCSL/DT20207154/Bangalore
Date: 1/20/2020

Mr.Malaviya Hirenkumar

Dear Malaviya Hirenkumar

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process Services- Trainee**in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **2,19,780/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear. Annexure-1 provides the break-up of the compensation package.

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

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Training and Placement Cell

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232**/-per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of 1200.The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of yourallocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore Program.

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

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HIS offers the following benefits:

1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

Loans

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

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per

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TCSL's policy.

RETIRALS

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

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters/years) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.
   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.
   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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

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through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

3. **Training Period**

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

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

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

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

4. **Working Hours**

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

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

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Compensation and Promotion policy.

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

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

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

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

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

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12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

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Governmentof India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PANcard along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for

- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

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Ragin Ravindrabhai Shah
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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previousemployer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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no separate individual communication or notice will be served to this effect. However, thesame shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to

applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

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

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

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

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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

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

GROSS SALARY SHEET **Annexure 1**

Name	**208**
Designation	**Business Process Services- Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,660/-	2,19,780/-
Bouquet Of Benefits #	3864	46,368
2) Performance Pay**		
Monthly Performance Pay	1,200	14,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	**200**	**2,400**
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1279	15,348
Gratuity	512	6,144
Total of Annual Components & Retirals	1791	21,492
Retention Incentive	NA	0
TOTAL GROSS	18,315	2,19,780/-
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	3864	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea 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 thatshall 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 the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer: Business Process Hiring
Ref: TCSL/DT20207155/Bangalore
Date: 1/20/2020

Mr.Pansuria Abhi Kishorb

Dear Pansuria Abhi Kishorb

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process Services- Trainee**in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **2,19,780/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear. Annexure-1 provides the break-up of the compensation package.

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

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232**/-per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of 1200.The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of yourallocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore Program.

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

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HIS offers the following benefits:

1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

Loans

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

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per

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TCSL's policy.

RETIRALS

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

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters/years) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.
   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.
   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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

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through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

3. **Training Period**

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

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

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

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

4. **Working Hours**

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

5. **Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**

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

7. **Increments and Promotions**

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

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Compensation and Promotion policy.

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

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

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

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

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

Training and Placement Cell

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

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Governmentof India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PANcard along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for

- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previousemployer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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no separate individual communication or notice will be served to this effect. However, thesame shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to

applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

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

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

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

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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

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

GROSS SALARY SHEET **Annexure 1**

Name	**209**
Designation	**Business Process Services- Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,660/-	2,19,780/-
Bouquet Of Benefits #	3864	46,368
2) Performance Pay**		
Monthly Performance Pay	1,200	14,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	**200**	**2,400**
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1279	15,348
Gratuity	512	6,144
Total of Annual Components & Retirals	1791	21,492
Retention Incentive	NA	0
TOTAL GROSS	18,315	2,19,780/-
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	3864	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea 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 thatshall 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 the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer: Business Process Hiring
Ref: TCSL/DT20207156/Bangalore
Date: 1/20/2020

Mr.Patel Ajay Vinodbhai

Dear Patel Ajay Vinodbhai

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process Services- Trainee**in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **2,19,780/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear. Annexure-1 provides the break-up of the compensation package.

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

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232**/-per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of 1200.The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of yourallocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore Program.

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

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

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HIS offers the following benefits:

1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

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

2. **Higher Hospitalisation**

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

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

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

Maternity Leave

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

Loans

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

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per

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Ragin Ravindrabhai Shah
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Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

TCSL's policy.

RETIRALS

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

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters/years) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.
   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.
   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

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

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through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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

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

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

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

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's

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Compensation and Promotion policy.

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

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

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

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

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

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12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

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Governmentof India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PANcard along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for

- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

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*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previousemployer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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no separate individual communication or notice will be served to this effect. However, thesame shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to

applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

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

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

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Swaminarayan Startup & Innovation University Bhoyan Rathod, Gandhinagar

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

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

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

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

GROSS SALARY SHEET **Annexure 1**

Name	**210**
Designation	**Business Process Services- Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,660/-	2,19,780/-
Bouquet Of Benefits #	3864	46,368
2) Performance Pay**		
Monthly Performance Pay	1,200	14,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	**200**	**2,400**
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1279	15,348
Gratuity	512	6,144
Total of Annual Components & Retirals	1791	21,492
Retention Incentive	NA	0
TOTAL GROSS	18,315	2,19,780/-
Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	3864	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea 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 thatshall 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 the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Gujarat Pathology Laboratory & Diagnostic Center

Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

101-102, Span Trade Center, Opp. Kochrab Ashram, Paldi Cross Road, Paldi, Ahmedabad - 380 006.
Ph. : 079-26586480, 26584893 Mo. 8866002931 E-mail : gujaratdiagnostic101@yahoo.in Website : www.gujaratbloodbankandpathlab.co.in

16 March,2020

Appointment Letter

Name:BHIMANI TWINKEL KISHOR

Enrollment no.:1856003001

Dear Twinkle

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 02 June,202002 June,2020

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
6. **Working Hours**: Shifts (8:00am-2:00PM/1:00PM-7:00PM)
7. **Probation Period**: 6 Months
8. **Duties and Responsibilities**:
    - Assist in the preparation and maintenance of laboratory equipment and materials.
    - Conduct experiments and tests as per the curriculum requirements.
    - Ensure the cleanliness and safety of the laboratory environment.
    - Maintain accurate records of experiments and results.
    - Support faculty and students during laboratory sessions.

- **Additional Information:**

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Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Training and Placement Cell

Approved by
Dr. Niraj Kothari
MD, DCP (Patho.)

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=62...
Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Swarrnim Startup & Innovation University
Bhoyan Rathod Gandhinagar

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

Gujarat Pathology Laboratory & Diagnostic Center

Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

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Ph. : 079-26586480, 26584893 Mo. 8866002931 E-mail : gujaratdiagnostic101@yahoo.in Website : www.gujaratbloodbankandpathlab.co.in

16 March,2020

Appointment Letter

Name:PATEL RAJANIBAHEN SHAH

Enrollment no.:1856003003

Dear Rajanibahen

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 02 June,202002 June,2020

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
6. **Working Hours**: Shifts (8:00am-2:00PM/1:00PM-7:00PM)
7. **Probation Period**: 6 Months
8. **Duties and Responsibilities**:
    - Assist in the preparation and maintenance of laboratory equipment and materials.
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Manager-HR

Training and Placement Cell

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Dr. Niraj Kothari
MD, DCP (Patho.)

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Ragin Ravindrabhai Shah

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Bhoyan Rathod Gandhinagar

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QCI

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16 March,2020

Appointment Letter

Name:PATEL SAHIL BIPINKUMAR

Enrollment no.:1856003004

Dear Sahil

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 02 June,202002 June,2020

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Manager-HR

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MD, DCP (Patho.)

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Ragin Ravindrabhai Shah

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Bhoyan Rathod Gandhinagar

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16th March,2020

Appointment Letter

Name:PATEL AKASH RAJENDRA

Enrollment no.:1856002007

Dear Akash,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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Manager-HR

Training and Placement Cell

Approved by
Dr. Niraj Kothari
MD, DCP (Patho.)

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Date: 2024.10.10 10:45:46 +05'30'

Ragin Ravindrabhai Shah

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16th March,2020

Appointment Letter

Name:PATEL DARSHANKUMAR J

Enrollment no.:1856002008

Dear Darshankumar,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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Approved by
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MD, DCP (Patho.)

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Ragin Ravindrabhai Shah

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Bhoyan Rathod Gandhinagar

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16th March,2020

Appointment Letter

Name:PATEL JAYKUMAR VIKRAM

Enrollment no.:1856002010

Dear Jaykumar,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
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Manager-HR

Training and Placement Cell

Approved by
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DN: c=IN, o=Personal, title=4505, pseudonym=62...d53ee0d1fcce, 1.3.6.1.4.1.311.60.2.1.3=IN, 2.5.4.20=f2d474d45a52b7b89e1bee0fb5b5a9f1545894262ad95537c38ea54807951483, postalCode=380015, st=Gujarat, serialNumber=0f260aafa77309ee82dc5aabe10f5cf7163c41741552ce365cbb74076404b48c, cn=Ragin Ravindrabhai Shah
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Ragin Ravindrabhai Shah

---------- End of Report ----------

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Swarrnim Startup & Innovation University, Bhoyan Rathod Gandhinagar

Gujarat Pathology Laboratory & Diagnostic Center

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16th March,2020

Appointment Letter

Name:PATEL KARAN MUKESHBH

Enrollment no.:1856002011

Dear Karan,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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Manager-HR

Training and Placement Cell

Approved by
Dr. Niraj Kothari
MD, DCP (Patho.)

Digitally signed by Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Gujarat Pathology Laboratory & Diagnostic Center

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16th March,2020

Appointment Letter

Name:PATEL KAUSHALKUMAR J

Enrollment no.:1856002012

Dear Kaushalkumar,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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Manager-HR

Training and Placement Cell

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M.B., D.C.P (Patho.)

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Ragin Ravindrabhai Shah

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QCI

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16th March,2020

Appointment Letter

Name:PATEL KAVANKUMAR RAJ

Enrollment no.:1856002013

Dear Kavankumar,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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Manager-HR

Training and Placement Cell

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M.B., D.C.P (Patho.)

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Ragin Ravindrabhai Shah

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Bhoyan Rathod Gandhinagar

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16th March,2020

Appointment Letter

Name:PATEL POOJAN VINODBH

Enrollment no.:1856002014

Dear Poojan,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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Ragin Ravindrabhai Shah

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16th March,2020

Appointment Letter

Name:PATEL PRAKASHKUMAR V

Enrollment no.:1856002015

Dear Prakashkumar,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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16th March,2020

Appointment Letter

Name:PATEL RAGHAVBHAI DILI

Enrollment no.:1856002017

Dear Raghavbhai,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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- Your performance will be reviewed periodically, and continuation of your employment will be based on satisfactory performance.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Training and Placement Cell

Approved by
Dr. Niraj Kothari
MD, DCP (Patho.)

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

Ragin Ravindrabhai Shah

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

Swarrnim Startup & Innovation University, Bhoyan Rathod Gandhinagar

Gujarat Pathology Laboratory & Diagnostic Center

Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

101-102, Span Trade Center, Opp. Kochrab Ashram, Paldi Cross Road, Paldi, Ahmedabad - 380 006.
Ph. : 079-26586480, 26584893 Mo. 8866002931 E-mail : gujaratdiagnostic101@yahoo.in Website : www.gujaratbloodbankandpathlab.co.in

16th March,2020

Appointment Letter

Name:PATEL ROHAN SHASHIKA

Enrollment no.:1856002018

Dear Rohan,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
6. **Working Hours**: Shifts (8:00am-2:00PM/1:00PM-7:00PM)
7. **Probation Period**: 6 Months
8. **Duties and Responsibilities**:
    - Assist in the preparation and maintenance of laboratory equipment and materials.
    - Conduct experiments and tests as per the curriculum requirements.
    - Ensure the cleanliness and safety of the laboratory environment.
    - Maintain accurate records of experiments and results.
    - Support faculty and students during laboratory sessions.

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We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Training and Placement Cell

Approved by
Dr. Niraj Kothari
MD, DCP (Patho.)

Digitally signed by Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

Swarrnim Startup & Innovation University, Bhoyan Rathod Gandhinagar

Gujarat Pathology Laboratory & Diagnostic Center

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16th March,2020

Appointment Letter

Name:PATEL SARANGKUMAR DI

Enrollment no.:1856002019

Dear Sarangkumar,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
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    - Ensure the cleanliness and safety of the laboratory environment.
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    - Support faculty and students during laboratory sessions.

- **Additional Information:**

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Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Training and Placement Cell

Approved by
Dr. Niraj Kothari
MD, DCP (Patho.)

Digitally signed by Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Ragin Ravindrabhai Shah

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Gujarat Pathology Laboratory & Diagnostic Center

Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

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16th March,2020

Appointment Letter

Name:PATEL SHANIKUMAR BAB

Enrollment no.:1856002020

Dear Shanikumar,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
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    - Support faculty and students during laboratory sessions.

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Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Training and Placement Cell

Approved by
Dr. Niraj Kothari
MD, DCP (Patho.)

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Ragin Ravindrabhai Shah

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

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Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

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16th March,2020

Appointment Letter

Name:PATEL UTSAV RAJESHBHA

Enrollment no.:1856002022

Dear Utsav,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Training and Placement Cell

Approved by
Dr. Niraj Kothari
M.B., D.C.P (Patho.)

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

Ragin Ravindrabhai Shah

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

Swarrnim Startup & Innovation University
Bhoyan Rathod Gandhinagar

Gujarat Pathology Laboratory & Diagnostic Center

Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

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16th March,2020

Appointment Letter

Name:PRAJAPATI RAJESH DINE

Enrollment no.:1856002023

Dear Rajesh,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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4. **Location**: Ahmedabad
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Manager-HR

Training and Placement Cell

Approved by
Dr. Niraj Kothari
M.B., D.C.P (Patho.)

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Ragin Ravindrabhai Shah

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Bhoyan Rathod Gandhinagar

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16th March,2020

Appointment Letter

Name:SHAIKH MAHIR SAIYADA

Enrollment no.:1856002024

Dear Mahir,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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Manager-HR

Training and Placement Cell

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Dr. Niraj Kothari
M.B., D.C.P (Patho.)

Digitally signed by Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

---------- End of Report ----------

Dr. Bhavin Kapadiya
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Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Gujarat Pathology Laboratory & Diagnostic Center

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16th March,2020

Appointment Letter

Name:SHARMA PRACHI PANKAJ

Enrollment no.:1856002025

Dear Prachi,

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 2 June,2020.

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3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
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Ragin Ravindrabhai Shah

Swarrnim Startup & Innovation University, Bhoyan Rathod Gandhinagar

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

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

September 19, 2022

Ref:HDBFS/22-23/HRIC71586/Appt/160177

Ms.Kathariya Devanshi Sunilkumar,
A1/7 Sona Nagar Ioc Road,
Chandkheda Soc Area,
Ahmedabad,
Ahmedabad-382424

Dear Ms.Kathariya Devanshi Sunilkumar,

LETTER OF APPOINTMENT

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

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

Terms and Conditions:

a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.

b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.

c) Your duties and responsibilities will be explained to you on your joining the Company.

d) Your initial place of posting will be at Ahmedabad .You are initially assigned to IBM - Vaghela Prakashkumar services at our client premises, HIMALAYA RTO - CALLING UNITS. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

Digitally signed by Kathariya Devanshi Sunilkumar
Date: Wed Sep 21 17 18:41:13 IST 2022
Ravindrabhai Shah
Training and Placement Cell

e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.

f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.

h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.

i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.

j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.

k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.

l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.

m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

Ragin Ravindrabhai Shah

eSigned using Aadhaar (Leegality.com - 8ygZpF0) Kathariya Devanshi Sunilkumar

Date: Mon Oct 17 18:41:13 IST 2022

Training and Placement Cell

IBM - Vaghela Hakashkumar

n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.

o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.

p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.

q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.

r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.

s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights"(as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.

t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.

u) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

Swarnim Startup & Innovation University
Bhoyan Rathod, Dahinagar
Ragin Ravindrab Shah
Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=62aef9bb71454e5b644c63eeb6fcce2540f2b4874d45a02b76c899e35ee963b5e9f5408942cb4f9537c58ea9480795148, postalCode=380015, st=Gujarat
Date: 2024.10.10 10:43:46 +05'30'
eSigned using Aadhaar (Leegality.com - 8ygZpF0)
Kathariya Devanshi Sunilkumar
Date: Mon Oct 17 18:41:13 IST 2022
Training and Placement Cell

v) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.

w) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

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

You are requested to join no later than October 4, 2022.

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

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

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

Yours Sincerely,
For HDB Financial Services Ltd.

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

AGREED AND ACCEPTED

eSigned using Aadhaar
(Leegality.com - 8ygZpF0)
Kathariya Devanshi Sunilkumar

Date: Mon Oct 17 18:41:13 IST 2022

Ms.Kathariya Devanshi Sunilkumar

Training and Placement Cell

Ragin Ravindrabhai Shah

Annexure A

HDB FINANCIAL SERVICES	Compensation Breakup	
Name	MS.KATHARIYA DEVANSHI SUNILKUMAR	
Role	Jr. Officer - Classic on Phone	
Grade	Grade-I	
Location	Ahmedabad	
Annual Compensation Break up		**HDBFS Monthly**
Basic	1,36,800	11,400
HRA	54,720	4,560
PDA	36,480	3,040
Provident Fund (Employer's contribution)	20,796	1,733
Gross Salary (A)	**2,48,796**	**20,733**
ESIC (Employer's contribution)----(B)	7,410	618
Gratuity---------- (C)	6,580	548
Total Fixed Compensation (D=A+B+C)	**2,62,786**	**21,899**

Note:

This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.

Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively

Gratuity is as per "The Payment of Gratuity Act".

You will be covered under Group Personal Accident Insurance as per policy of the Organization

Ref:HDBFS/22-23/HRIC71586/Appt/160177

I accept the terms and conditions as mentioned in the Appointment letter.

eSigned using Aadhaar
(Leegality.com - 8ygZpF0)
Kathariya Devanshi Sunilkumar

Date: Mon Oct 17 18:41:13 IST 2022

Ms.Kathariya Devanshi Sunilkumar

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=62ae9bb114542e5b644c63ee06f1fcce, 2.5.4.20=f2d4874d445a02b76c896e35ee4fe365a9f5408942cb4f9537c58ea1484795148 3, postalCode=380015, st=Gujarat, serialNumber=0f260a2fa77104ee82dcbadbe1f95cf7163b41741552da365cbb74076666b44db, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:43:46 +05'30'

Training and Placement Cell

Offer ref # 160177

SPECIMEN

FORM 2 (REVISED)

GROUP No. :
Office :

NOMINATION & DECLARATION FORM
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS

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

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

1. NAME (in block letters) : Kathariya Devanshi Sunilkumar
2. FATHER'S / HUSBAND'S NAME : Sunilkumar
3. DATE OF BIRTH : 18-Aug-2000
4. SEX : Female
5. MARITAL STATUS : Single
6. ACCOUNT NO : MH / BAN / 49611
7. ADDRESS : A1/7 Sona Nagar Ioc Road, Chandkheda Soc Area, Ahmedabad - 382424

PART - A (EPF)

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

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Sunilkumar Bhajanlal Katheriya , A1/7 Sona Nagar Ioc Road, Chandkheda Soc Area, Ahmedabad- 382424	Father	02 - Jan - 1978	100	No

1. * Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
2. * Certified that my father / mother is / are dependent upon me.

(*) Strike out whichever is not applicable.

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=622ef9bb714542e5b644e53ee06ffcce, 2.5.4.20=f2d4874d45a02b76c899e35ee9b305a9f5408942dcd49537c58ea54804795148 3, postalCode=380015, st=Gujarat, serialNumber=0f260a2fa77704ee82dcbadbd1955cf7163c41741552e2e365cbb7407666b44dc, cn=Ragin Ravindrabhai Shah
Reason:
Location:
Date: 2022-10-17 18:41:13 +05'30'

Training and Placement Cell

eSigned using Aadhaar
(Leegality.com - 8ygZpF0)
Kathariya Devanshi Sunilkumar

Date: Mon Oct 17 18:41:13 IST 2022

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

Offer ref # 160177

PART - B (EPS)

Para 18

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

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Sunilkumar Bhajanlal Katheriya , A1/7 Sona Nagar Ioc Road, Chandkheda Soc Area, Ahmedabad- 382424	02 - Jan - 1978	Father

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

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

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Sunilkumar Bhajanlal Katheriya	A1/7 Sona Nagar Ioc Road, Chandkheda Soc Area, Ahmedabad- 382424	02 - Jan - 1978	Father

Date : 17-Oct-2022

X

eSigned using Aadhaar
(Leegality.com - 8ygZpF0)
Kathariya Devanshi Sunilkumar
Date: Mon Oct 17 18:41:13 IST 2022

(*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

CERTIFICATE BY EMPLOYER

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

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

For HDB Financial Services Limited

HDB Financial Services Limited Mumbai

Place : _____

Date :

Authorized Signatory

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

Signature with Designation

HDB Financial Services Ltd

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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=62ae9f8b71454e5b644d3ee06f1ecce25430cf2d4874d45a02b76c89be3beeb630a9f5408942cb49537c38ea9480795148 3, postalCode=380015, st=Gujarat, serialNumber=0f260a2fa77704ee82dcbaebaf1955cf7163c41741552ca365cbb7407666b44d6, cn=Ragin Ravindrabhai Shah

Training and Placement Cell

Offer ref # 160177

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

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

Nomination

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

1. Shri / Shrimati / Kumari KATHARIYA DEVANSHI SUNILKUMAR whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.

3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.

4. (a) My father / mother / parents is / are not dependent on me.
(b) My husband's father / mother / parents is / are not dependent on my husband.

5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provison to clause(s) of section 2 of the said Act.

6. Nomination made herein invalidates my previous nomination.

NOMINEE (S)				
Sr. No.	**Name If Full address of the nominee(s) - (1)**	**Relationship with the Employee (2)**	**Age of the Nominee (3)**	**Proportion by which the gratuity will be shared (4)**
1	Sunilkumar Bhajanlal Katheriya ,A1/7 Sona Nagar Ioc Road, Chandkheda Soc Area, Ahmedabad- 382424	Father	02 - Jan - 1978	100
2				
3				
4				
5				
6				

Training and Placement Cell

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(Leegality.com - 8ygZpF0)
Kathariya Devanshi Sunilkumar
Date: Mon Oct 17 18:41:13 IST

Ragin Ravindrab hai Shah

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Offer ref # 160177

Statement			
1	Religion	Hinduism	
2	Sex.	Female	
3	Name of employee in full.	Kathariya Devanshi Sunilkumar	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Himalaya Rto - Calling Units	
6	Post held with Ticket or Serial Number if any.	Jr. Officer - Classic on Phone	
7	Date of appointment.	17-Oct-2022	
8	Permanent address.	A1/7 Sona Nagar Ioc Road, Chandkheda Soc Area, Ahmedabad - 382424	
	Village	Thana	Sub-division
	Post Office	District	State

Place : Himalaya Rto - Calling Units
Date : 17-Oct-2022

eSigned using Aadhaar
(Leegality.com - 8ygZpF0)
Kathariya Devanshi Sunilkumar
Date: Mon Oct 17 18:41:13 IST 2022

X _____
Signature/Thumb impression of the employee

Declaration by witnesses

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

Name in full Signature of Witnesses.

1. _____
2. _____

Place : Himalaya Rto - Calling Units

Address of witnesses

1. _____
2. _____

Place : Himalaya Rto - Calling Units

Certificate by the employer

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

Employer's References No., If any.

Designation

For HDB Financial Services Limited

HDB Financial Services Limited Mumbai

Authorized Signatory

_____
Signature/Thumb impression of the Authorized Signatory

HDB Financial Services Ltd

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

Acknowledgement by the employee

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

Date _____

X eSigned using Aadhaar
(Leegality.com - 8ygZpF0)
Kathariya Devanshi Sunilkumar
Date: Mon Oct 17 18:41:13 IST 2022

Signature of the employee

Note : Strike out the words and paragraphs not applicable.

Training and Placement Cell

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

www.epfindia.com

160177

Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

EMPLOYEES' PROVIDENT FUND ORGANIZATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &
Employees' Pension Scheme, 1995 (Paragraph 24)

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

1	Name of the Member	Kathariya Devanshi Sunilkumar
2	Fathers' Name ☑ Spouse's Name ☐	Sunilkumar
3	Date of Birth (DD/MM/YYYY)	18/08/2000
4	Gender: (Male/Female/Transgender)	Female
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried
6	(a) Email Id: (b) Mobile No.:	DEVANSHIKATHERIYA61@GMAIL.COM 9773036837
7	**Present employment details:** Date of joining in the current establishment (DD/MM/YYYY)	17/10/2022
8	**KYC Details** (attach self attested copies of following KYCs) a) Bank Account No.: b) IFS Code of the branch:	205810110008271 BKID0002058
	c) AADHAAR Number:	394682622779
	d) Permanent Account No. (PAN), if available	PHKPS4968F
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes ☐ No ☑
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes ☐ No ☑

11 **Previous employment details [if Yes to 9 &/or 10 above] - Un-exempted**

Establishment Name & Address	Universal Account Number	PF Account Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	PPO Number (if issued)	Non Contributory Period (NCP) Days

12 **Previous employment details [if Yes to 9 &/or 10 above] - For Exempted Trusts**

Establishment Name & Address	Universal Account Number	Member EPS A/C Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	Non Contributory Period (NCP) Days

13	**a) International Worker:**	Yes ☐ No ☑
	b) If yes, state country of origin (India/Name of other country)	
	c) Passport No.	
	Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From ____ To ____

Training and Placement Cell

Swarnim Startup & Business University
Bhavin Rathod
Registrar
Digitally signed by Aadhaar eSign Service
Leegality Certificate
Kathariya Devanshi Sunilkumar
Date: 17/10/2022 18:41:13 IST
Digitally signed by Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

UNDERTAKING

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

eSigned using Aadhaar
(Leegality.com - 8ygZpF0)
Kathariya Devanshi Sunilkumar
Date: Mon Oct 17 18:41:13 IST 2022

Date: 17-Oct-2022
Place: Ahmedabad

Signature of the Member

DECLARATION BY PRESENT EMPLOYER

A. The member Mr./Ms./Mrs. _____ has joined on _____

and has been allotted PF Number _____ and UAN _____

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

- **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

☐ Have not been uploaded

☐ Have been uploaded but not approved

☐ Have been uploaded and approved with DSC.e-sign

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

- **Please Tick the Appropriate Option:**

☐ The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.

☐ The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.

HDB Financial Services Limited Mumbai

Date:

Signature of Employer with Seal of Establishment

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

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02ae99bb114542e5bb44e53ee6d7fcda, 2.5.4.20=f2fd4874d45a02b76d89e35ee0fe30a5e9f5408942cb4d9537c58ee1404f901483, postalCode=380015, st=Gujarat, serialNumber=0f2f60a2fa77309ee82dcSaabe10f5cf7163b417415522a365cbb74076666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

घोषणा पत्र DECLARATION FORM

Offer Ref # 160177

फार्म-1/Form-1

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

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

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

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

1. बीमा संख्या/Insurance No.					
2. नाम (स्पष्ट अक्षरो में) Name in block letters	Kathariya Devanshi Sunilkumar				
3. पिता/पति का नाम Father's/Husband's Name	Sunilkumar				
4. जन्म की तिथि Date of Birth	दिन Day	महीना Month	वर्ष Year	5. वैवाहिक प्रास्थिति Marital Status	विवाहित/अविवाहित विधवा M/U/W
	18	08	00	6.लिंग/Sex	पु.म./M.F. ✔

7. वर्तमान पता/Present Address	8. स्थायी पता/Permanent Address
A1/7 Sona Nagar Ioc Road Chandkheda Soc Area Ahmedabad,Gujarat	A1/7 Sona Nagar Ioc Road Chandkheda Soc Area Ahmedabad,Gujarat
पिन कोड Pin Code 3 8 2 4 2 4	पिन कोड Pin Code 3 8 2 4 2 4
टेलीफोन नम्बर/ई-मेल पता/ DEVANSHIKATHERIYA61@GMAIL	टेलीफोन नम्बर/ई-मेल पता/ 9773036837
शाखा कार्यालय Branch Office	औषधालय Dispensary

9. नियोजक की कूट संख्या Employer's Code No.
10. नियुक्ति की तारीख Date of Appointment — दिन Day: 17, महीना Month: 10, वर्ष Year: 2022
11. नियोजक का नाम और पता/Name & Address of the Employer
12. यदि पहले नियोजन में रहे हैं तो कृपया निम्नलिखित ब्यौरे दीजिए In case of any previous employment please fill up the details as under.
(क) पिछली बीमा संख्या (a) Previous Ins. No.
(ख) नियोजक कूट संख्या (b) Employer's Code No.
(ग) नियोजक का नाम व पता (c) Name & Address of the Employer
टेलीफोन नम्बर/ई-मेल पता/e-mail address

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

नाम/Name	नातेदारी/Relationship	पता/Address
Sunilkumar Bhajanlal Katheriya	Father	A1/7 Sona Nagar Ioc Road,Chandkheda Soc Area,Ahmedabad,382424

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

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

नियोजक के प्रतिहस्ताक्षर
Counter signature by the employer

eSigned using Aadhaar (Leegality.com - 8ygZpF0) Kathariya Devanshi Sunilkumar Date: Mon Oct 17 18:41:13 IST 2022

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

X

सील सहित हस्ताक्षर
Signature with seal

HDB Financial Services Limited Mumbai

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

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.		यदि नहीं तो आवास का स्थान दर्शाएं If' No' state Place of Residence	
				हाँ/Yes	नहीं/No	कस्बा/Town	राज्य/State
1	Sunilkumar Bhajanlal Katheriya	02-01-1978	Father	Yes			
2	Pushpa Sunilkumar Katheriya	06-04-1979	Mother	Yes			

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

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

नाम/Name		Kathariya Devanshi Sunilkumar	
बीमा संख्या/Ins. No.		नियुक्ति की तारीख/Date of appointment	17-10-2022
शाखा कार्यालय Branch Office		औषधालय Dispensary	
नियोजक की कूट संख्या व पता Employer's Code No. & Address			

फोटो के लिए स्थान
(Space for photograph)

वैधता तारीख Validity Dated

Swarnim Gujarat Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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X

eSigned using Aadhaar (Leegality.com - 8ygZpF0) Kathariya Devanshi Sunilkumar Date: Mon Oct 17 18:41:13 IST 2022

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

Training and Placement Cell

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

अनुदेश
INSTRUCTIONS

Offer Ref # 160177

1. फार्म-1 का प्रेषण क.रा.बी. (साधारण) विनियम, 1950 के विनियम 11 व 12 के अंतर्गत विनियमित किया जाता है।
Submission of Form-I is governed by regulation 11 & 12 of ESI (General) Regulations, 1950

2. "कुटुम्ब" से किसी बीमाकृत व्यक्ति के निम्नलिखित सभी अथवा कोई नातेदार अभिप्रेत है:-
अर्थात्:- (1) विवाहिती (2) बीमाकृत व्यक्ति पर आश्रित कोई धर्मज या दत्तक अवयस्क आश्रित बालक, (3) कोई बालक जो बीमाकृत व्यक्ति के उपार्जनों पर पूर्णतः आश्रित है तथा जो (क) शिक्षा प्राप्त कर रहा है, उनके 21 वर्ष की आयु प्राप्त कर लेने तक (ख) कोई अविवाहित पुत्री, (4) कोई बालक जो किसी शारीरिक अथवा मानसिक अपसामान्यता या चोट के कारण शिथिलांग है तथा शिथिलांगता रहने तक बीमाकृत व्यक्ति के उपार्जनों पर पूर्णतः आश्रित है, (5) आश्रित माता-पिता, (ब्योरे हेतु क.रा.बी. अधिनियम, 1948 की धारा 2 के खंड 11 को देखें)।

"Family" means all or any of the following relatives of an Insured Person namely:-

(i) a spouse (ii) a minor legitimate or adopted child dependant upon the I.P.; (iii) a child who is wholly dependant on the earnings of the I.P. and who is (a) receiving education, till he or she attains the age of 21 years (b) an unmarried daughter; (iv) a child who is infirm by reason of any physcial or mental abnormality or injury and is wholly dependant on the earnings of the I.P. so long as the infirmity continues; (v) dependant parents (Please see Section 2 clause 11 of the ESI Act 1948 for details.

3 पहचान-पत्र अहस्तान्तरणीय है।
Identity Card is Non-Transferable.

4. पहचान-पत्र के गुम होने की स्थिति में नियोजक/शाखा प्रबंधक को तत्काल सूचित किया जाए।
Loss of Identity Card be reported to Employer/Branch Manager immediately.

5. किसी प्रकार की गलत सूचना देने की स्थिति में क.रा.बी. अधिनियम, 1948 की धारा-84 के तहत कानूनी कार्यवाही की जा सकती है।
Submission of false information attracts penal action Under Section 84 of ESI Act. 1948.

6. नई नियुक्ति की स्थिति में भली-भांति भरा हुआ यह फार्म नियुक्ति के दस दिन के भीतर संबंधित शाखा कार्यालय में अवश्य ही प्रस्तुत किया जाना चाहिए। विलम्ब की स्थिति में नियोजक के विरुद्ध धारा-85 के तहत कानूनी कार्यवाही की जा सकती है।
This form duly filled in must reach the concerned Branch Office within 10 days of appointment of an Employee. Delay attracts penal action under Section 85 of the Act, against employer.

7. बीमाकृत व्यक्ति होने के नाते आप व आपके परिवार के आश्रितजन चिकित्सा हितलाभ प्राप्त कर सकेंगे। अन्य नकद हितलाभ हैं, (1) बीमारी हितलाभ (2) अस्थायी अपंगता हितलाभ (3) स्थायी अपंगता हितलाभ (4) आश्रितजन हितलाभ (5) प्रसूति हितलाभ (महिला कर्मचारी के लिए)।
As an insured person you and your dependant family membes are entitled to full medical care. The other benefits in cash include (1) Sickness Benefit (2) Temporary Disablement benefit (3) Permanent disablement Benefit (4) Dependants benefit and (5) Maternity Benefit (in case of woman employees) subject of fulfillment of contributory cnditions.

8. अधिक जानकारी के लिये कृपया निगम के वेबसाइट को देंखें या शाखा कार्यालय या क्षेत्रीय कार्यालय से संपर्क करें।
For more details please contact website of ESIC at www. esic.org. in. or contact Regional Office or Branch Office.

केवल शाखा कार्यालय में प्रयोग हेतु
For Branch Office Use only

1. बीमा संख्या आवंटन की तारीख :
Date of allotment of Ins. No. :_____

2. अस्थायी पहचान पत्र जारी करने की तारीख :
Date of Issue of T.I.C. :_____

3. औषधालय का नाम/संख्या :
Name /No. of Dispensary : _____

4. क्या अन्योन्य चिकित्सा व्यवस्था उपलब्ध है? यदि हां, तो उल्लेख करें :
Whether reciprocal Medical arrangements involved. if yes, please indicate :

शाखा प्रबन्धक के हस्ताक्षर
Signature of Branch Manager

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.		यदि नहीं, तो आवास का स्थान दर्शाएं If' No, state Place of Residence	
				हाँ/Yes	नहीं/No	कस्बा/Town	राज्य/State
1	Sunilkumar Bhajanlal Katheriya	02-01-1978	Father	Yes			
2	Pushpa Sunilkumar Katheriya	06-04-1979	Mother	Yes			

Ragin Ravindrabhai Shah

Training and Placement Cell

eSigned by Ragin Ravindrabhai Shah
(Legality comes from CCA India)
Katheriya Devanshi Sunilkumar
Date: Mon Oct 10 15:41:13 IST 2022

save®
Savy Electric Vehicles Pvt. Ltd

APPOINTMENT LETTER & JOB CONTRACT

To: **Mr. Meet Arvindbhai Patel** **Date: 02nd October 2022**

Cell: +91 9924172826
Email: meetpatel19300@gmail.com

TITLE, DUTIES & REPORTING LINE

I am pleased to offer you employment at the position of '**Product Engineer**' at **Savy Electric Vehicles Private Limited** ("the Company") with effect **03rd October 2022.**
Scope of your activities is as follows:

- Learn about the various aspects of the functioning of electric vehicles. Design, draft and analyze every variant of vehicles manufactured by the company.
- Analyze and provide input on material types & quality of the EVs.
- Supervise the production process and make necessary improvements anywhere required.
- Use digital media & create visual contents as a tool for raising awareness of the product and help in the PR activities.

Please note that your job title should not be read as defining or limiting your duties. In accepting employment with the Company you agree to comply with any reasonable request to transfer to alternative work or to perform duties outside your normal ones.
You will report directly to Mr. Chandan Mundhra

The Company address at the time of this contract is:

Savy Electric Vehicles Private Limited
Survey No: 128, Devam Estate,
NH: 48, Opp. Megha Coach Builders,
Himmatnagar Highway, Ahmedabad
Pin: 382330 (Gujarat)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod Gandhinagar

Digitally signed by Ragin Ravindrabhai Shah

Ragin Ravindrabhai Shah

SUNDYOTA NUMANDIS
celebrating life

SUNDYOTA INSIGHT

21st August 2023

Mr. Dhruv Ashokkumar Adhyaru
Officer - Microbiology
Research & Formulations

Sub: Confirmation of services

Dear Mr. Dhruv Ashokkumar Adhyaru,

We are pleased to confirm your services with effect from 21st August 2023.

We take this opportunity to congratulate you and express our appreciation for your valuable contribution in achieving organization's objectives.

We are confident that you will continue the good work in high spirit of commitment, sincerity & grow with the organization.

All other terms and conditions of your employment remain unchanged.

This communication is furnished in duplicate with a request to return a copy duly signed by you as token of acceptance to HO and incase not received within 7 days, it shall be considered as duly accepted by you.

Thanking you and wishing you a brighter career.

Best Wishes

For,
Sundyota Numandis Research & Formulations

I accept

Name

Date

Signature

Poonam Miranda
Sr. Manager – HR & Admin

Training and Placement Cell

SUNDYOTA NUMANDIS RESEARCH & FORMULATIONS
(A Division of Sundyota Numandis Probioceuticals Pvt. Ltd.)
Indraprastha Corporate, 7th Floor (701-702), Prahladnagar, Ahmedabad-380 015, Gujarat, INDIA.
2, Gujarat Pharma Techno Park, Sarkhej-Bavla highway, Opp Zydus Pharmez, Ahmedabad-382 220, Gujarat, INDIA.
U11PTC067414
+91 - 79 - 3501 2500 info@sundyotanumandis.com www.sundyotanumandis.com

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar
Ragin Ravindrab hai Shah

SUNDYOTA NUMANDIS

celebrating life

Dhruv A. Adhyaru
Officer - Microbiology

+91 9081301834 AB+

SUNDYOTA NUMANDIS
RESEARCH & FORMULATIONS
(A Division of Sundyota Numandis Probioceuticals Pvt. Ltd.)

Plot No: 11-12, Gujarat Pharma Techno Park, Sarkhej-Bavla highway, opp Zydus Pharmez, Ahmedabad-382 220, Gujarat, INDIA.

+91 79 - 35012500
www.sundyotanumandis.com

Training and Placement

Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Private & Confidential

21 Sep 2020

Shrivas Akash Arvindbhai

540/3513, Vidyachal Nagar, Gujarat housing board ,

chandkheda,

Gujarat

382424

India

Dear Shrivas,

Congratulations, subsequent to the interview process we are pleased that you are considering joining BA Continuum India Pvt. Ltd. (herein after referred to as "**Company**") at our **Gandhinagar office**. This letter confirms the terms of our offer with respect to your planned employment. You will be designated as **Team Member** at **Band 8**. Your Annual Compensation (CTC) will be Rs **300000** - (Rupees **Three Lakh Only**) as more specifically stated in Annexure I attached to this offer.

Other Terms & Conditions

Your start date will be **03 Oct 2020 ("Date of Joining")**. The Company however reserves the right, at its absolute discretion, to extend the Date of Joining if it considers it necessary. You shall be notified in advance if the Date of Joining is being extended and the new Date of Joining will be informed accordingly. In case you do not join the services of BA Continuum India Pvt. Ltd. by **03 Oct 2020** this offer of appointment will stand cancelled and withdrawn without any further communication. Your appointment stands effective from the date you report in for work, which under no circumstances shall be later than Date of Joining. Any request for change in date unless communicated and accepted in writing will not be effective.

Any benefit plan applicable to your band, in accordance with Company policies, will apply to you as per your actual Date of Joining the services of the company, notwithstanding the date of joining as mentioned in the offer letter.

The Company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. For the first ninety (90) days of your services/employment you will be deemed to be on probation. Subject to successful background verification as stated in clause below, your confirmation in employment shall be contingent on you producing your Degree/Graduation Certificate/ Provisional degree certificate or such other educational documents as may be requested by the Company, within forty five (45) days of Date of Joining. On failure to comply with the said requirement, you hereby agree and acknowledge that the Company shall have the right to terminate your services with immediate effect or as deemed fit by the Company. Notwithstanding the above, during the probation period and the extended probation period, either party may terminate this contract by giving one (1) weeks' notice in writing or salary in lieu thereof, at the sole discretion of the Company. Within sixty (60) days of completion of the ninety (90) days if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR your employment is deemed to be confirmed. After the expiry of the probation period or the extended probation period (if the same has been extended) either party is entitled to terminate the contract by giving sixty (60) days' notice. Whereas the Company reserves the right to request service of notice or pay salary in lieu of, your notice period waiver or payment in lieu will be at the sole discretion of the Company, but in no event will be less than the minimum period required by applicable law.

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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The condition of this offer are:

1. Your background check, including credit, and employment reference is satisfactory to the Company and the Company is able to verify, to its satisfaction, the personal and sensitive information (including but not limited to biometric data, such as fingerprints) you have provided or would be required to provide during the course of your application in your resume, Candidate Information Sheet that you will be signing at the time of execution of this offer letter ("CIS Form") and such other information as may be requested by the Company. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be confidential and solely for the Company's use, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company;
2. Where required, you are able to provide evidence of your right to work and remain in India, in accordance with legal requirements, or being issued with the relevant work visa, work permits, residence cards, licences, registrations or memberships;
3. Where required, you provide original documentary evidence of your previous employment, academic and professional qualifications as part of the background screening process;
4. You make full and frank written disclosure of all directorships and other positions of office that you currently hold;
5. You commence employment with Company on a date acceptable to Company and further that you are not subject to any restrictions arising from your current (or any previous) employment which may adversely impact on your activities for the Company;
6. You meet any further requirements as stated in this offer letter; and
7. You warrant and represent to the Company that all information, statements and documents made or provided to the Company for the purposes of any job application or any part of the recruitment process, including any application form or resume, are not misleading, false, incomplete or inaccurate for any reason, whether by way of any omission or otherwise.

Objections to the collection, use, storage, transfer or other processing of personal and sensitive information or withdrawal of consent may affect your employment with the Company as sharing of such information with the regulatory authorities both in India and other jurisdictions of operations can be an essential prerequisite of your job requirement.

We reserve the right to withdraw this offer as appropriate if any of the above conditions are not met, or if accepted, to rescind any agreement by reason of you failing to meet a condition precedent of employment, or to terminate your employment at our option.

By accepting this offer you acknowledge that you have been directed by the Company to comply with any continuing lawful and enforceable obligations that you may have to any former employer. You should make your line manager and HR representative aware of these obligations at the time of accepting this offer. This will include any post termination restrictions on your activities in relation to clients or employees of any former employer and any confidentiality obligations regarding trade secrets or other proprietary information belonging to your previous employer(s). Additionally, you should provide to the Company any correspondence from your former employer which you receive following your resignation, such as a relieving letter, which summarises the obligations by which your former employer believes you to be bound. In particular you agree not to bring to the Company any documents or other Information in any format, will not download, email, copy or otherwise send to yourself or anyone at the Company any documents or information in any format from your former employer(s) or other parties to whom you owe a duty of confidentiality; will not disclose any confidential, proprietary or trade secret information of any former employer or its clients, and will not use, disclose or act on such information in performing your duties for the Company. If, in the Company's opinion, such obligations to your former employer would mean you could not carry out your role with the Company then we may rescind or revoke this offer of employment.

By accepting this offer, you are agreeable to keep yourself in reasonable readiness to move to whatever place of occupation, the Company desires you to undertake.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Your employment is transferable or, you may be sent on deputation or on secondment, to any location in India or abroad either within the Company or to any of its associate or sister concerns or its subsidiary whether existing today or which may come up in future at any time at the sole discretion of the Company.

In case you are entitled to 'Relocation' and/or 'Notice pay out' benefit as per Company policy, the Company reserves the right to recover the entire amount spent, should you voluntarily terminate your employment or your employment is terminated by the Company (on disciplinary grounds), anytime within twelve (12) months from your start date at the new location. The amount recoverable from you by the Company will be based on actual amount spent by the Company or paid by the Company pursuant to your claims. The Company may at its sole discretion, if it thinks so fit to do, waive any portion of or the entire amount recoverable from you. The amount recoverable from you by the Company will be based on actual amount spent by the Company or claimed by you from the Company, on such relocation and/or Notice Payout.

Your employment with the Company is at all-time contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or within the Company, and as amended from time to time.

This Agreement is governed by and construed in accordance with Indian law and the parties submit to the exclusive jurisdiction of the Indian courts.

Representations & Warranties

1. By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.

2. You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company, or participate in recruiting or staffing efforts on behalf of the Company.

3. You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the Company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment, and that this provision should be regarded as this Company's instruction for you not to do so. You represent that you have provided the Company with full and accurate documentation of your last drawn compensation. To the fullest extent permitted by law, you agree to keep the terms of this letter confidential, and agree not to share them with anyone except with your immediate family, personal, financial and legal advisors.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your employment with the Company and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

Assuming that you accept and agree to the terms of this letter, during the period which begins immediately after you sign and date this letter, and ends upon your actual commencement date, you acknowledge and agree that your employment with the Company will not yet have begun (the **"Interim Period"**). You further acknowledge and agree that your employment with the Company will begin on the commencement date when you start work for the Company. During the

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

described Interim Period, this letter remains subject to rescission / revocation by the Company, in its sole discretion upon discovery of conduct or behavior by you which would constitute a breach of the representations and warranties set out in this letter; or such other behavior or conduct as is plainly and materially injurious to the Company, its business interests or its reputation.

During the Interim Period the Company will conduct verification of the information provided by you in your resume, CIS Form etc., in connection with your employment application and for employment purpose. By executing the CIS Form you give your consent regarding such verification being conducted by the Company. In the event the Company consents to your employment commencing ahead of the satisfactory completion of the required background check(s), your continued employment will be conditional on the satisfactory completion of such background screening procedures. If the Company requires additional documentation in support of your background check you will be given a maximum of thirty (30) days from the Date of Joining to provide any such documentation. Consequently, in the event that you fail to provide any documentation within thirty (30) days, or the Company is not satisfied with the documentation, or the results of your pre- employment screening, Company will be entitled to withdraw or rescind this offer by reason of you failing to meet a condition precedent of employment, or to terminate your employment at its option. Your employment will cease without any entitlement to notice or pay in lieu of notice. In the event of withdrawal or termination, no further entitlements (including any sign-on incentives) will be payable and you will be required to repay any sign-on payments already made.

We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career with the Company. Please review this letter and return the signed copy of this letter as your acceptance of the terms and conditions contained herein. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Sincerely,

For BA Continuum India Pvt. Ltd.

Shrinivas Appalaraju Koiyya

Vice President

Date: **21 Sep 2020**

Accepted and Agreed:

Shrivas Akash Arvindbhai

Date: _____

City: _____

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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