

7. During your initial 6 months' probation period, you will be entitled for 6 Casual leaves. In the first year of service post your probation period, you are entitled for 12 days leave (Casual leaves and Sick leaves with medical certificate). Starting from second year of service, standard leave policy will apply and any leaves which are not availed in the last 18 months will laps.
8. Once you complete 6 months, you will be a full-time employee of Covalensedigital purely based on your performance and will be eligible for the benefits applicable for full time employees.
9. Please note that during the tenure of your work with Covalense Digital Solutions Private Limited in India, you may also be relocated to any place in India or outside India and as such you may at any time be Transferred / Seconded to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office is subsidiary, associate or the organization is in existence today or is to be setup hereafter.
10. You will be covered under Employee State Insurance Scheme of India.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited



Akhil Kittur
Assistant Manager - HR

Signature of Employee



Ragun
Ravindrab
hai Shah

Digitally signed by Ragun Raviindrabha
Shah
DN: cn = Ragun Raviindrabha, o = Covalense Digital Solutions Private Limited, ou = HR, email = ragun.raviindrabha@covalensedigital.com, c = IN

CDS/HR/TR/OL/2020-12

Confidential

Date: 23rd Dec 2020

Mishra Yogesh Ajaykumar,
Bangalore

Dear Yogesh,

Subject: Trainee Software Developer Appointment Letter

Congratulations on your selection for **Trainee Software Developer** position at **Covalense Digital Solutions Private Ltd.** You are requested to join **Covalensedigital** on 1st July 2021 at our Bangalore Office. Please report at the office by 10:30 AM.

By accepting this appointment letter, you agree to the following initial terms & conditions. Please confirm your acceptance through email or in writing, within 3 working days from the date of receipt of this letter.

1. There will be a 6-month Training period, during which your role will be **“Trainee Software Developer”**. Your total cost to the company shall be **Rs.3,00,000.00/- (Rupees Three Lakh Only)** for 12 months.
2. The details of your compensation are given at the end of this letter. Your performance will be continuously assessed during the probation period. Based on your satisfactory performance, your appointment as **“Trainee Software Developer”** will be confirmed effective 01st Jan 2021.
3. Your performance only will be assessed at the end of 6th month (Jan 2022). 12th month (July 2022) and thereafter once every 12 months assessments will be used to revise your compensation structure and role.
4. Your compensation package starting 1st July 2021 will be 3 LPA (Cost To Company). Any change in Compensation and role/designation indicated in clause 3 above will be purely based on your Performance.
5. You will be required to sign an agreement to confirm your willingness to get trained for a period of 6 months with a stipulation that you should work for Covalensedigital for a minimum period of 2 years from the date of completion of the initial 6 months training. This period will be termed as **“Compulsory Period”**.
6. Covalensedigital reserves the right to terminate your training and remove you from the position if your performance is found unsatisfactory or if you are found violating the terms of the agreement you have executed.



Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai Shah
DN: c=IN, o=Personnel, ou=HR, email=ragini@covalensedigital.com, cn=Ragini Ravindrabhai Shah


Training and Placement Cell

7. During your initial 6 months' probation period, you will be entitled for 6 Casual leaves. In the first year of service post your probation period, you are entitled for 12 days leave (Casual leaves and Sick leaves with medical certificate). Starting from second year of service, standard leave policy will apply and any leaves which are not availed in the last 18 months will laps.
8. Once you complete 6 months, you will be a full-time employee of Covalensedigital purely based on your performance and will be eligible for the benefits applicable for full time employees.
9. Please note that during the tenure of your work with Covalense Digital Solutions Private Limited in India, you may also be relocated to any place in India or outside India and as such you may at any time be Transferred / Seconded to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office is subsidiary, associate or the organization is in existence today or is to be setup hereafter.
10. You will be covered under Employee State Insurance Scheme of India.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited



Akhil Kittur
Assistant Manager - HR

Signature of Employee



Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah, o = Swarnim Startup & Innovation University, email = ragini@swarnim.edu.in, c = IN

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Yours Truly
For Covalense Digital Solutions Private Limited



Akhil Kittur
Assistant Manager - HR

Signature of Employee



Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Raviindrabha
Shah
DN: cn = Ragini Raviindrabha, o = Covalense Digital Solutions Private Limited, ou = HR, email = ragini@covalensedigital.com, c = IN

Confidential

Date: 23rd Dec 2020

Nishi Tripathi,

Dear Nishi,

Subject: Trainee Software Developer Appointment Letter

Congratulations on your selection for **Trainee Software Developer** position at **Covalense Digital Solutions Private Ltd.** You are requested to join **Covalensedigital** on 1st July 2021 at our Bangalore Office. Please report at the office by 10:30 AM.

By accepting this appointment letter, you agree to the following initial terms & conditions. Please confirm your acceptance through email or in writing, within 3 working days from the date of receipt of this letter.

1. There will be a 6-month Training period, during which your role will be **“Trainee Software Developer”**. Your total cost to the company shall be **Rs.3,00,000.00/- (Rupees Three Lakh Only)** for 12 months.
2. The details of your compensation are given at the end of this letter. Your performance will be continuously assessed during the probation period. Based on your satisfactory performance, your appointment as **“Trainee Software Developer”** will be confirmed effective 01st Jan 2021.
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Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Reason: I am the signer of this document.
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10. You will be covered under Employee State Insurance Scheme of India.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited



Akhil Kittur
Assistant Manager - HR

Signature of Employee



Ragim
Ravindrab
hai Shah

Digitally signed by Ragim Raviindrabha
Shah
DN: cn = Ragim Raviindrabha, o = Covalense Digital Solutions Private Limited, ou = HR, email = ragim.raviindrabha@covalensedigital.com, c = IN

Annexure- A

Name	Nishi Tripathi	
Designation	Trainee Software Engineer	
Department	Integrations	
Date of Joining	1st July 2020	
Salary Structure:	Monthly (INR)	Annual (INR)
Basic	10,000.00	1,20,000.00
House Rent Allowance (HRA)	4,000.00	48,000.00
Special Allowance	8,719.00	1,04,628.00
GROSS SALARY (A)	22,719.00	2,72,628.00

Covalensedigital Contributions:		
Employer Provident Fund	1,800.00	21,600.00
Gratuity	481.00	5,772.00
Total Contributions (B)	2,281.00	27,372.00

Cost to The Company(C) - (A+B)		3,00,000.00
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More information on the benefits and allowances:

Provident Fund:

Under Provident Fund Scheme, employer will contribute 12% on 15000/ basic plus special allowances whichever is less or equivalent to employee contribution, whichever is lower, in addition to the employee contribution. Both Employer and Employee contributions are part of Total CTC.

Gratuity:

Gratuity is a part of the total CTC. Benefits from the Gratuity contributions is available only on completion of 5 years continuous service with the Covalensedigital.

Health Insurance:

Covalensedigital covers its employees under Group Health Scheme for the benefit of the employee. This coverage includes employee, Spouse and 2 Children. The health insurance would be provided at no cost to the employee.

Term Life Insurance:

Covalensedigital covers its employees under a Term Insurance scheme which covers an unfortunate demise (Natural/Accidental) of an Employee and the coverage is up to 100% of Sum Insured. The Term Life Insurance is provided at no cost to the employee.



Ragini
 Ravindrab
 Sai Shah

Digitally signed by Ragini Ramesh Babu
 DN: cn=Ragini Ramesh Babu, o=Covalensedigital, ou=Covalensedigital, email=ragini@covalensedigital.com, c=IN
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(Signature)
Training and Placement Cell

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10. You will be covered under Employee State Insurance Scheme of India.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited



Akhil Kittur
Assistant Manager - HR

Signature of Employee



Raghu
Ravindrab
hai Shah

Digitally signed by Raghu Ravindrabha
Shah
DN: cn = Raghu Ravindrabha, o =
Covalensedigital, ou = HR, email =
raghu@covalensedigital.com, c =
IN, postalCode = 560034, st = KA, serialNumber = 1, version = 1,
emailAddress = raghu@covalensedigital.com

30th October 2020,

Bangalore.

To

Harsh Patel,
Swarnim Startup & Innovation University, Gandhinagar
Gujarat 382420

Dear Harsh Patel,

With reference to your application for employment and subsequent interview(s) you had with us, We are pleased to offered in our establishment on the following terms and conditions.

1. You will be appointed as a **Trainee Software Programmer**. You will be part of our development division or any subsidiary or associate company, whether now existing or still to be formed or to any of our customer locations. You will be engaged as our full-time employee after a probation period.
2. Your gross salary including all benefits will be Rs.3,50,000/- per annum. Annexure 1 provides a break-up of the compensation package.
3. You will be on probationary period for a period of 1 year from the date of joining. During this period, you are not eligible for any kind of paid leaves. After successful completion of your probationary you will be confirmed as a permanent employee of our organization and you will be entitled for leaves and extra benefits as per the company rules.
4. You will be assessed throughout your probation period and if you do not meet our expectations, your employment with Mellow Info Systems Pvt. Ltd., may be terminated by giving one-month notice period or payment of one-month basic salary in lieu thereof, by either side. If at any point after your period, you want to quit the company, you have to serve three months' notice period as per the agreement signed by you.
5. As per the initial Process the initial process, you will be joining us for 6 months training period which will be considered as your Technical & Project Training Program. Only after successful completion of the above process, your employment will be confirmed and we will promote you to the company roles officially.

Mellow Info Systems Pvt Ltd

Arya Hub, 4F06/2, 4th Floor, Hope Farm Junction,
ITPL Main Rd, Bengaluru, Karnataka 560066

[O]: +91- 80_42134988. [M]: +91 8904160504

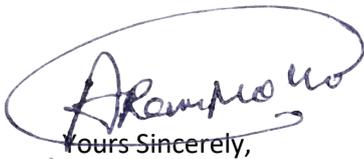
Visit www.mellowsys.com, email: info@mellowsys.com

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6. Accepting this offer from Mellow Info Systems Pvt Ltd you are assuring to the company that you are being the part of the company till the completion of Project Training and Probation Period.
7. During the period of probation or confirmation as the case may be, you will be liable and shall accept transfer to any of the establishment's sister concern/branch, from one department to another or any of the establishment's units, wherever be the interest of the company in Karnataka State or anywhere in India or abroad.
8. You are not allowed disclose any information know-how, knowledge, secrets, methods, plans etc., of the establishment at any cost / at any time.
9. During the period of employment, you shall not engage in any other business dealings of a third party or of your own, instead you are required to carry out your duty diligently, loyally and to the best of your capacity.
10. This appointment is made on the understating that the information given by you, in your application dated **28th October 2020** is correct, true and complete. If it is found at any time, that the information given by is not correct/true/complete, this appointment may be withdrawn before you join services with us or your services may be terminated at any time after you have taken up employment with us.
11. You are entitled for leaves as per provision of Factories Act and Rules there under or the Shops Act and rules there under whichever is applicable.

If you are willing to accept the above terms and conditions, you may join duly after affixing your signature on the duplicate of this order, in token of your acceptance.


Yours Sincerely,

For **Mellow Info Systems Private Limited**

A Ram Mohan Rao

Director

Encl: Annexure 1: Benefits of Gross Salary Sheet

Mellow Info Systems Pvt Ltd

Arya Hub, 4F06/2, 4th Floor, Hope Farm Junction,
ITPL Main Rd, Bengaluru, Karnataka 560066

[O]: +91- 80_42134988. [M]: +91 8904160504

Visit www.mellowsys.com, email: info@mellowsys.com

Ravindrab
hai Shah

05/06/2021 11:05:46 AM
Arya Hub, 4F06/2, 4th Floor, Hope Farm Junction,
ITPL Main Rd, Bengaluru, Karnataka 560066
Mellow Info Systems Pvt Ltd
Ravindrabhai Shah
Date: 2024-10-10 10:45:46 -05'30'




Training and Placement Cell

ANNEXURE B

Bouquet of Benefits

Bouquet of Benefits (BoB) offers you the flexibility to design part of your compensation within the defined framework twice in a financial year. The components under Benefits of Bouquet are listed below:

Component	Amount (Rs. per month)	Amount (Rs. per annum)
House Rent Allowance (HRA)	6,000	72,000
Leave Travel Allowance (LTA)	1,000	12,000
Medical Reimbursements	500	6,000
Conveyance	1,000	12,000
Personal Allowance	500	6,000
Total	9,000	1,08,000

Please note that above is your annual bouquet which is in-line with the proposed bouquet structure.

You can re-configure your bouquet as per your convenience.

Yours Sincerely,

For Mellow Info Systems Private Limited

A Ram Mohan Rao

Director

Mellow Info Systems Pvt Ltd

Arya Hub, 4F06/2, 4th Floor, Hope Farm Junction,
ITPL Main Rd, Bengaluru, Karnataka 560066

[O]: +91- 80_42134988. [M]: +91 8904160504

Raghu www.mellowsys.com, email: info@mellowsys.com

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30th October 2020,

Bangalore.

To

Panchal Mihir Jitendrakumar,
Swarnim Startup & Innovation University, Gandhinagar
Gujarat 382420

Dear Panchal Mihir Jitendrakumar,

With reference to your application for employment and subsequent interview(s) you had with us, We are pleased to offered in our establishment on the following terms and conditions.

1. You will be appointed as a **Trainee Software Programmer**. You will be part of our development division or any subsidiary or associate company, whether now existing or still to be formed or to any of our customer locations. You will be engaged as our full-time employee after a probation period.
2. Your gross salary including all benefits will be Rs.3,50,000/- per annum. Annexure 1 provides a break-up of the compensation package.
3. You will be on probationary period for a period of 1 year from the date of joining. During this period, you are not eligible for any kind of paid leaves. After successful completion of your probationary you will be confirmed as a permanent employee of our organization and you will be entitled for leaves and extra benefits as per the company rules.
4. You will be assessed throughout your probation period and if you do not meet our expectations, your employment with Mellow Info Systems Pvt. Ltd., may be terminated by giving one-month notice period or payment of one-month basic salary in lieu thereof, by either side. If at any point after your period, you want to quit the company, you have to serve three months' notice period as per the agreement signed by you.
5. As per the initial Process the initial process, you will be joining us for 6 months training period which will be considered as your Technical & Project Training Program. Only after successful completion of the above process, your employment will be confirmed and we will promote you to the company roles officially.

Mellow Info Systems Pvt Ltd

Arya Hub, 4F06/2, 4th Floor, Hope Farm Junction,
ITPL Main Rd, Bengaluru, Karnataka 560066

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Raghu www.mellowsys.com, email: info@mellowsys.com

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To: Panchal Mihir Jitendrakumar
From: Raghu
Subject: Offer Letter
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Training and Placement Cell



30th October 2020,

Bangalore.

To

**Patel Maitri,
Swarnim Startup & Innovation University, Gandhinagar
Gujarat 382420**

Dear Patel Maitri,

With reference to your application for employment and subsequent interview(s) you had with us, We are pleased to offered in our establishment on the following terms and conditions.

1. You will be appointed as a **Trainee Software Programmer**. You will be part of our development division or any subsidiary or associate company, whether now existing or still to be formed or to any of our customer locations. You will be engaged as our full-time employee after a probation period.
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ANNEXURE 1

GROSS SALARY SHEET

BREAK-UP OF ANNUAL GROSS COMPENSATION (CTC)		
Grade	B-1	
Designation	Trainee Software Engineer	
Name	Patel Maitri	
Component Category	Monthly(Rs.)	Annual (Rs.)
FIXED COMPONENT CATEGORY		
Basic Salary	12,000	1,44,000
* Bouquet of Benefits: HRA, Conveyance, LTA, Medical, Others (refer to Annexure 'B')	9,000	1,08,000
Total Fixed Component	21,000	2,52,000
VARIABLE COMPONENT CATEGORY		
** Monthly Performance Pay	4,000	48,000
Total Variable Component	4,000	48,000
ANNUAL COMPONENTS CATEGORY/RETRAILS		
***Continuity Bonus	-	50,000
Total Annual Component	-	50,000
Total Gross Compensation (Fixed + Variable + Annual Components)	25,000	3,50,000
Description		
* Bouquet of Benefits: Refer to Annexure 'B' below.		
*** Continuity Bonus: Amount depicted will be paid-out on yearly basis and is subject to being active on the company rolls on the date of announcement.		
** Monthly Performance Pay: Amount depicted will be based on the performance of the employee in that month and is not entitled in the Training Period.		

Mellow Info Systems Pvt Ltd

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Training and Placement Cell

ANNEXURE B

Bouquet of Benefits

Bouquet of Benefits (BoB) offers you the flexibility to design part of your compensation within the defined framework twice in a financial year. The components under Benefits of Bouquet are listed below:

Component	Amount (Rs. per month)	Amount (Rs. per annum)
House Rent Allowance (HRA)	6,000	72,000
Leave Travel Allowance (LTA)	1,000	12,000
Medical Reimbursements	500	6,000
Conveyance	1,000	12,000
Personal Allowance	500	6,000
Total	9,000	1,08,000

Please note that above is your annual bouquet which is in-line with the proposed bouquet structure.

You can re-configure your bouquet as per your convenience.

Yours Sincerely,

For Mellow Info Systems Private Limited

A Ram Mohan Rao

Director

Mellow Info Systems Pvt Ltd

Arya Hub, 4F06/2, 4th Floor, Hope Farm Junction,
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30th October 2020,

Bangalore.

To

**Patel Rutvik Natvarbhai,
Swarnim Startup & Innovation University, Gandhinagar
Gujarat 382420**

Dear Patel Rutvik Natvarbhai,

With reference to your application for employment and subsequent interview(s) you had with us, We are pleased to offered in our establishment on the following terms and conditions.

1. You will be appointed as a **Trainee Software Programmer**. You will be part of our development division or any subsidiary or associate company, whether now existing or still to be formed or to any of our customer locations. You will be engaged as our full-time employee after a probation period.
2. Your gross salary including all benefits will be Rs.3,50,000/- per annum. Annexure 1 provides a break-up of the compensation package.
3. You will be on probationary period for a period of 1 year from the date of joining. During this period, you are not eligible for any kind of paid leaves. After successful completion of your probationary you will be confirmed as a permanent employee of our organization and you will be entitled for leaves and extra benefits as per the company rules.
4. You will be assessed throughout your probation period and if you do not meet our expectations, your employment with Mellow Info Systems Pvt. Ltd., may be terminated by giving one-month notice period or payment of one-month basic salary in lieu thereof, by either side. If at any point after your period, you want to quit the company, you have to serve three months' notice period as per the agreement signed by you.
5. As per the initial Process the initial process, you will be joining us for 6 months training period which will be considered as your Technical & Project Training Program. Only after successful completion of the above process, your employment will be confirmed and we will promote you to the company roles officially.

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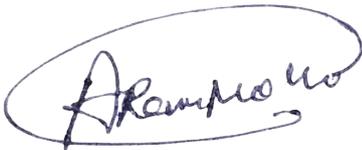

Training and Placement Cell



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6. Accepting this offer from Mellow Info Systems Pvt Ltd you are assuring to the company that you are being the part of the company till the completion of Project Training and Probation Period.
7. During the period of probation or confirmation as the case may be, you will be liable and shall accept transfer to any of the establishment's sister concern/branch, from one department to another or any of the establishment's units, wherever be the interest of the company in Karnataka State or anywhere in India or abroad.
8. You are not allowed disclose any information know-how, knowledge, secrets, methods, plans etc., of the establishment at any cost / at any time.
9. During the period of employment, you shall not engage in any other business dealings of a third party or of your own, instead you are required to carry out your duty diligently, loyally and to the best of your capacity.
10. This appointment is made on the understating that the information given by you, in your application dated **28th October 2020** is correct, true and complete. If it is found at any time, that the information given by is not correct/true/complete, this appointment may be withdrawn before you join services with us or your services may be terminated at any time after you have taken up employment with us.
11. You are entitled for leaves as per provision of Factories Act and Rules there under or the Shops Act and rules there under whichever is applicable.

If you are willing to accept the above terms and conditions, you may join duly after affixing your signature on the duplicate of this order, in token of your acceptance.



Yours Sincerely,

For Mellow Info Systems Private Limited

A Ram Mohan Rao

Director

Encl: Annexure 1: Benefits of Gross Salary Sheet

Mellow Info Systems Pvt Ltd

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Training and Placement Cell



ANNEXURE B

Bouquet of Benefits

Bouquet of Benefits (BoB) offers you the flexibility to design part of your compensation within the defined framework twice in a financial year. The components under Benefits of Bouquet are listed below:

Component	Amount (Rs. per month)	Amount (Rs. per annum)
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Conveyance	1,000	12,000
Personal Allowance	500	6,000
Total	9,000	1,08,000

Please note that above is your annual bouquet which is in-line with the proposed bouquet structure.

You can re-configure your bouquet as per your convenience.

Yours Sincerely,

For Mellow Info Systems Private Limited

A Ram Mohan Rao

Director

Mellow Info Systems Pvt Ltd

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Training and Placement Cell



30th October 2020,

Bangalore.

To

**Patel Ashutosh Devendrabhai,
Swarnim Startup & Innovation University, Gandhinagar
Gujarat 382420**

Dear Patel Ashutosh Devendrabhai,

With reference to your application for employment and subsequent interview(s) you had with us, We are pleased to offered in our establishment on the following terms and conditions.

1. You will be appointed as a **Trainee Software Programmer**. You will be part of our development division or any subsidiary or associate company, whether now existing or still to be formed or to any of our customer locations. You will be engaged as our full-time employee after a probation period.
2. Your gross salary including all benefits will be Rs.3,50,000/- per annum. Annexure 1 provides a break-up of the compensation package.
3. You will be on probationary period for a period of 1 year from the date of joining. During this period, you are not eligible for any kind of paid leaves. After successful completion of your probationary you will be confirmed as a permanent employee of our organization and you will be entitled for leaves and extra benefits as per the company rules.
4. You will be assessed throughout your probation period and if you do not meet our expectations, your employment with Mellow Info Systems Pvt. Ltd., may be terminated by giving one-month notice period or payment of one-month basic salary in lieu thereof, by either side. If at any point after your period, you want to quit the company, you have to serve three months' notice period as per the agreement signed by you.
5. As per the initial Process the initial process, you will be joining us for 6 months training period which will be considered as your Technical & Project Training Program. Only after successful completion of the above process, your employment will be confirmed and we will promote you to the company roles officially.

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Training and Placement Cell



ANNEXURE 1

GROSS SALARY SHEET

BREAK-UP OF ANNUAL GROSS COMPENSATION (CTC)		
Grade	B-1	
Designation	Trainee Software Engineer	
Name	Patel Ashutosh Devendrabhai	
Component Category	Monthly(Rs.)	Annual (Rs.)
FIXED COMPONENT CATEGORY		
Basic Salary	12,000	1,44,000
* Bouquet of Benefits: HRA, Conveyance, LTA, Medical, Others (refer to Annexure 'B')	9,000	1,08,000
Total Fixed Component	21,000	2,52,000
VARIABLE COMPONENT CATEGORY		
** Monthly Performance Pay	4,000	48,000
Total Variable Component	4,000	48,000
ANNUAL COMPONENTS CATEGORY/RETRAILS		
***Continuity Bonus	-	50,000
Total Annual Component	-	50,000
Total Gross Compensation (Fixed + Variable + Annual Components)	25,000	3,50,000
Description		
* Bouquet of Benefits: Refer to Annexure 'B' below.		
*** Continuity Bonus: Amount depicted will be paid-out on yearly basis and is subject to being active on the company rolls on the date of announcement.		
** Monthly Performance Pay: Amount depicted will be based on the performance of the employee in that month and is not entitled in the Training Period.		

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Visit www.mellowys.com, email: info@mellowsys.com

Ravindrabhai Shah

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4) Notice Period:

Subject to any other agreement between you and the Company:

- a. Your employment is terminable by Intellipaate without giving notice in writing in the probation period. Your probation period is of 6 months and based on your performance you will be made as permanent employee.
- b. He/she needs to serve 60 days of notice period without fail or else management of Intellipaate can hold salary/experience letter/relieving letter which is at the sole discretion of the management.
- c. The Company reserves the right to pay or recover salary in lieu of notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on gross salary.
- d. In the event of any breach in the terms and conditions stated in the Services Conditions and/ or Non-Disclosure Agreement or any act amounting to misconduct, your services are liable to be terminated without any notice or payment in lieu.

5) Retirement:

On your 58th birthday you will be relieved from your official duties

6) Service Conditions and Non-Disclosure Agreement:

- a) Your services will be governed by additional terms and conditions as explained in the Service Conditions, and Non-Disclosure Agreement.
- b) These terms and conditions, Service Conditions, and Non-Disclosure Agreement are subject to statutory requirements and Company Policy.

Note:

- Number of working days is 6 days in a week.
- Minimum working duration must be 9 hours including one hour lunch/dinner break.

Yours Truly,

For Intellipaate Software Solutions Private Limited



Deepika S

Talent Acquisition

I agree to accept the terms and conditions mentioned above and also the Service Conditions and Non-Disclosure Agreement documents enclosed with this letter.

Name:

Signature: _____

Place: _____

Date: _____



Ragun
Ravindrab
hai Shah

Digitally signed by Ragun Ravindrabhai
Shah
DN: c. IN, o. Personal, ou. SSSS,
ou=09090909, cn=Ragun Ravindrabhai,
email=Ragun.Ravindrabhai@ssss.in,
serialNumber=090909090909090909,
c. IN, o. Personal, ou. SSSS,
ou=09090909, cn=Ragun Ravindrabhai,
email=Ragun.Ravindrabhai@ssss.in,
Date: 2024.10.10 10:45:46 +05'30'



Date: 30th April,2021

To,
Patel Harsh Dipakbhai

Dear **Patel Harsh Dipakbhai**,

Sub: Appointment Letter

Pursuant to the interview you had with us and based on the representations made by you, you have been shortlisted and we have the pleasure in appointing you on the rolls of **IntelliPaat Software Solutions Pvt. Ltd.**, on the following terms and conditions:

1) Designation:

Your designation will be '**Research Analyst**'.

2) Compensation & Benefits:

The Compensation & Benefits applicable to you is personal and should be treated with utmost confidence. This is not to be discussed or divulged to anybody else other than for statutory purposes.

- Your Annual Compensation will be Rs. 4,10,000/- (Rupees Four Lakhs Fifty Ten Thousand Only). The details are stated in Annexure 1. (The employee is eligible for Rs. 1,00,000/- of Insurance after 3 months of joining)
- Your compensation will be reviewed after the completion of **12 months** from the date of your joining.
- Your salary and its components, incentives, performance bonus, sign on bonus, monetary or non-monetary benefits and /or any other statutory benefits and deductions will be governed by company's policies / procedures, taxation policies and statutory guidelines that are applicable from time to time.

3) Effective Date of Joining:

You are requested to report for duty on **17th May 2021**. Your appointment will come into effect from your date of joining.

SPR

Human Capital Solutions



APPOINTMENT LETTER

Date: 17/03/2021

MEHTA HARSH YOGESH KUMAR
Swarnim Startup & Innovation University,
Gujarat

Dear MEHTA HARSH YOGESH KUMAR,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, we are pleased to appoint you the position of “Engineer”– in SPR Human Capital Solutions. You have to report to HR with an anticipated after completion of your academic year (One Month training period). You will have various responsibilities regarding the Company’s activities and businesses, as management of the Company determines from time to time.

Salary will be Rs 18,500-21,500/Month (includes TA+HRA+PF+ESI) (Vary based on your position) after Successful completion of Training Period. You will be entitled to leave, holidays, benefits, and other allowances as applicable to your category of employees and location of posting, in accordance with the rules of the Company.

Code of Conduct:

The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

You shall maintain and keep in your safe custody such as Measuring instruments, Safety Equipment’s and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.

You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company /any of its personnel are not responsible for the same.

Termination:

- Probation period will be 3 months, during this period if company feels unsatisfactory with your work and behavior. Company reserves the right to terminate without prior notice.
- Your services are liable to be terminated, if you are medically unfit to carry out your duties.
- The Company reserves the right to relieve you from your services in case of business slowdown or if the company decides to downsize work force due to unforeseen circumstances.
- You fail to abide to instructions from your superiors, unauthorized absence, disloyalty, misconduct, non-performance and if any disciplinary action is taken against you.


Training and Placement Cell

Plot No: 42, Ecil x Roads, Secunderabad-500062, Contact no: 9347163827, 9346683258

Ragin
Ravindrab
hai Shah

Visit: www.sprhumancapitalsolutions.com, Email: hr@sprhumancapitalsolutions.com

Digitally signed by Ragin Ravindrabhai Shah, DN: cn=Ragin Ravindrabhai Shah, o=Swarnim Startup & Innovation University, email=ragin@sprhumancapitalsolutions.com, c=IN, serial=92663527209104106, version=1, reason=I am the signer of this document. MD5+SHA256, email=ragin@sprhumancapitalsolutions.com, c=IN, date=2021.03.17 10:45:46 +05'30'



01 Feb 2021

Patel Niyati Mangleshkumar

APPOINTMENT LETTER

Dear Niyati,

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to appoint you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **Monday, 07 Feb 2021**.
2. Your Gross Annual Compensation package covering all benefits extended by the Company will be **Rs. 4,30,000**.
3. Please be advised that your acceptance of this 'Letter of Offer' would signify that you agree to and accept all the terms and conditions of employment offered to you as contained in the Company's 'Appointment Letter', to be issued to you on your joining the Company. In this sense, these terms and conditions form part of the Letter of Offer. Therefore, you are advised to go through the contents of the Terms and Conditions (given in this letter) that would form part of the Appointment Letter to be issued to you on joining.
4. Please acknowledge receipt of this offer by indicating your acceptance on receipt, else this Letter of Offer will not be valid.
5. Your acceptance to join would be considered a "**Legal Contract**". After acceptance, if you decline to join on the agreed date, Envision may suffer financial and other losses which you may be liable to pay and Envision may pursue legal proceeding against you to recover the same. Also Envision would be obliged to notify your references on your lapse.
6. On the day of joining, please bring the documents listed at Para 1 of **Appendix** to this Letter of Offer.
7. Finally, on behalf of the Management, it gives me great pleasure to extend to you a warm welcome into the Envision family, and we look forward to a mutually beneficial and enduring working relationship.

Regards,



Sundaram Hantharan
Director
Envision Financial Systems (I) Pvt Ltd



Training and Placement Cell

Ragini
Ravindrab
hai Shah

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DN: c=IN, o=Personal, ou=SCS, postalCode=52468611854265844, email=Ragini, cn=Ragini Ravindrabhai Shah
c=IN, o=Personal, ou=SCS, postalCode=52468611854265844, email=Ragini, cn=Ragini Ravindrabhai Shah
Date: 2021.02.01 10:05:47 +05'30'

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TERMS AND CONDITIONS

Probationary Period: You will be on probation for a period up to six months from the date of joining. This may be extended based on management discretion. Upon satisfactory completion of the probation period, you will be confirmed in the regular cadre of the Company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.

First Performance and Compensation Review: Your first performance review to confirm your appointment will be done on a date six months after your date of joining and will be effective from the date of successful completion of the probationary period of six months or as may be extended based on management discretion. Your first Compensation review will be conducted on 1 Apr 2023.

Notice Period to be given on Resignation/ Termination of Service : This contract of employment is terminable, without reason by either party giving 30 days notice during probationary period and 60 days' notice on confirmation. Envision Financial Systems (India) Private Limited reserves the right to pay or recover salary in lieu of shortfall in notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the termination is due to any misconduct, the Company reserves the right to conduct an enquiry prior to termination.

Provided, however, that in the event of your unauthorised absence from duties, if it is established by your conduct or if the management has bonafide reasons to believe that you have no intentions to resume duties, your services with the Company will be terminated upon serving you with a notice to resume work within 15 days of the receipt of such notice. You will not be entitled to any salary or allowances for such unauthorised absence.

Commitments: It should be clear to you that there are no other commitments made by the Company in terms of your compensation or otherwise, other than what is mentioned in the appointment letter.

Income Tax Liability: The Income Tax liability with regards to your salary and perks will be your liability, and will be governed by the tax laws of the country as applicable from time to time.

Service Rules and Regulations: During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time.

Professional Ethics: You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

Safe Custody of Company Material: You will be responsible for the safekeeping and good condition and order of all the Company property entrusted to your care and charge. The Company reserves the right to deduct the cost of such articles from your dues, or take such actions as may be deemed proper, in the event of failure to account for such property, to our satisfaction.

Confidentiality of Information: You are expected not to divulge any information regarding Confidential data, reports, technology, expertise, R&D activities or any business plans to any one, as this would impair the competitive position of Envision Financial Systems (India) Pvt. Ltd. To this effect, you will be expected to sign an Agreement of Non-Disclosure with the Company, within one week of your joining. If it is established that the above said information is passed on in any manner to anyone (unauthorized person in the premises or outside the premises) during the employment, the Company would be free to terminate your services without assigning any reason and without any compensation thereof as also would be free to recover damages from you, if any.



Training and Placement Cell



Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=ENFS, postalCode=560100, email=Ragin.Ravindrabhai.Shah@enfs.com, cn=Ragin Ravindrabhai Shah
Reason: I am the signer
Date: 2024.12.11 10:52:00 +05'30'

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01 Feb 2021

Thakor Ashishkumar Ranchodji

APPOINTMENT LETTER

Dear Ashish,

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to appoint you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **Monday, 07 Feb 2021**.
2. Your Gross Annual Compensation package covering all benefits extended by the Company will be **Rs. 4,30,000**.
3. Please be advised that your acceptance of this ‘Letter of Offer’ would signify that you agree to and accept all the terms and conditions of employment offered to you as contained in the Company’s ‘Appointment Letter’, to be issued to you on your joining the Company. In this sense, these terms and conditions form part of the Letter of Offer. Therefore, you are advised to go through the contents of the Terms and Conditions (given in this letter) that would form part of the Appointment Letter to be issued to you on joining.
4. Please acknowledge receipt of this offer by indicating your acceptance on receipt, else this Letter of Offer will not be valid.
5. Your acceptance to join would be considered a “**Legal Contract**”. After acceptance, if you decline to join on the agreed date, Envision may suffer financial and other losses which you may be liable to pay and Envision may pursue legal proceeding against you to recover the same. Also Envision would be obliged to notify your references on your lapse.
6. On the day of joining, please bring the documents listed at Para 1 of **Appendix** to this Letter of Offer.
7. Finally, on behalf of the Management, it gives me great pleasure to extend to you a warm welcome into the Envision family, and we look forward to a mutually beneficial and enduring working relationship.

Regards,



Sundaram Hariharan
Director
Envision Financial Systems (I) Pvt Ltd



Training and Placement Cell

Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai Shah
DN: c=IN, o=Personal, ou=SCS, postalCode=52468611854265844, email=ragini@envision.com, serial=1, version=1
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01 Feb 2021

Prajapati Rohit Rajbahadur

APPOINTMENT LETTER

Dear Rohit,

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to appoint you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **Monday, 07 Feb 2021**.
2. Your Gross Annual Compensation package covering all benefits extended by the Company will be **Rs. 4,30,000**.
3. Please be advised that your acceptance of this 'Letter of Offer' would signify that you agree to and accept all the terms and conditions of employment offered to you as contained in the Company's 'Appointment Letter', to be issued to you on your joining the Company. In this sense, these terms and conditions form part of the Letter of Offer. Therefore, you are advised to go through the contents of the Terms and Conditions (given in this letter) that would form part of the Appointment Letter to be issued to you on joining.
4. Please acknowledge receipt of this offer by indicating your acceptance on receipt, else this Letter of Offer will not be valid.
5. Your acceptance to join would be considered a "**Legal Contract**". After acceptance, if you decline to join on the agreed date, Envision may suffer financial and other losses which you may be liable to pay and Envision may pursue legal proceeding against you to recover the same. Also Envision would be obliged to notify your references on your lapse.
6. On the day of joining, please bring the documents listed at Para 1 of **Appendix** to this Letter of Offer.
7. Finally, on behalf of the Management, it gives me great pleasure to extend to you a warm welcome into the Envision family, and we look forward to a mutually beneficial and enduring working relationship.

Regards,



Sundaram Hariharan
Director
Envision Financial Systems (I) Pvt Ltd


Training and Placement Cell

Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai
DN: c=IN, o=Personal, ou=SCS,
ou=sdgpm, ou=22e4f8b118542e5b44
055ea4051e,
st=KA, cn=Ragini Ravindrabhai,
email=Ragini.Ravindrabhai@envision.com

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01 Feb 2021

Panchal Anupkumar Jagdishbhai

APPOINTMENT LETTER

Dear Anup,

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to appoint you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **Monday, 07 Feb 2021**.
2. Your Gross Annual Compensation package covering all benefits extended by the Company will be **Rs. 4,30,000**.
3. Please be advised that your acceptance of this 'Letter of Offer' would signify that you agree to and accept all the terms and conditions of employment offered to you as contained in the Company's 'Appointment Letter', to be issued to you on your joining the Company. In this sense, these terms and conditions form part of the Letter of Offer. Therefore, you are advised to go through the contents of the Terms and Conditions (given in this letter) that would form part of the Appointment Letter to be issued to you on joining.
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Regards,

Sundaram Hariharan
Director
Envision Financial Systems (I) Pvt Ltd


Training and Placement Cell

Ragun
Ravindrab
hai Shah

Digitally signed by Ragun Ravindrabhai
DN: c=IN, o=Personal, ou=SCS,
ou=sdgpm, ou=22e4f8b118542e5b44
055ea401ee,
st=KA, cn=Ragun Ravindrabhai,
email=ragunravindrabhai@envision.com

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Ph : (714) 247-0030 ★ Fax (714) 247-0029 ★ E-mail : info@enfs.com ★ www.enfs.com



TERMS AND CONDITIONS

Probationary Period: You will be on probation for a period up to six months from the date of joining. This may be extended based on management discretion. Upon satisfactory completion of the probation period, you will be confirmed in the regular cadre of the Company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.

First Performance and Compensation Review: Your first performance review to confirm your appointment will be done on a date six months after your date of joining and will be effective from the date of successful completion of the probationary period of six months or as may be extended based on management discretion. Your first Compensation review will be conducted on 1 Apr 2023.

Notice Period to be given on Resignation/ Termination of Service : This contract of employment is terminable, without reason by either party giving 30 days notice during probationary period and 60 days' notice on confirmation. Envision Financial Systems (India) Private Limited reserves the right to pay or recover salary in lieu of shortfall in notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the termination is due to any misconduct, the Company reserves the right to conduct an enquiry prior to termination.

Provided, however, that in the event of your unauthorised absence from duties, if it is established by your conduct or if the management has bonafide reasons to believe that you have no intentions to resume duties, your services with the Company will be terminated upon serving you with a notice to resume work within 15 days of the receipt of such notice. You will not be entitled to any salary or allowances for such unauthorised absence.

Commitments: It should be clear to you that there are no other commitments made by the Company in terms of your compensation or otherwise, other than what is mentioned in the appointment letter.

Income Tax Liability: The Income Tax liability with regards to your salary and perks will be your liability, and will be governed by the tax laws of the country as applicable from time to time.

Service Rules and Regulations: During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time.

Professional Ethics: You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

Safe Custody of Company Material: You will be responsible for the safekeeping and good condition and order of all the Company property entrusted to your care and charge. The Company reserves the right to deduct the cost of such articles from your dues, or take such actions as may be deemed proper, in the event of failure to account for such property, to our satisfaction.

Confidentiality of Information: You are expected not to divulge any information regarding Confidential data, reports, technology, expertise, R&D activities or any business plans to any one, as this would impair the competitive position of Envision Financial Systems (India) Pvt. Ltd. To this effect, you will be expected to sign an Agreement of Non-Disclosure with the Company, within one week of your joining. If it is established that the above said information is passed on in any manner to anyone (unauthorized person in the premises or outside the premises) during the employment, the Company would be free to terminate your services without assigning any reason and without any compensation thereof as also would be free to recover damages from you, if any.



Training and Placement Cell



Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=ENFS, postalCode=560100, email=Ragin.Ravindrabhai.Shah@enfs.com, cn=Ragin Ravindrabhai Shah
Reason: RAGIN RAVINDRABHAI SHAH
Date: 2023.12.14 11:52:00 +05'30'

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01 Feb 2021

Modi Yash Kalpeshkumar

APPOINTMENT LETTER

Dear Yash,

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to appoint you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **Monday, 07 Feb 2021**.
2. Your Gross Annual Compensation package covering all benefits extended by the Company will be **Rs. 4,30,000**.
3. Please be advised that your acceptance of this 'Letter of Offer' would signify that you agree to and accept all the terms and conditions of employment offered to you as contained in the Company's 'Appointment Letter', to be issued to you on your joining the Company. In this sense, these terms and conditions form part of the Letter of Offer. Therefore, you are advised to go through the contents of the Terms and Conditions (given in this letter) that would form part of the Appointment Letter to be issued to you on joining.
4. Please acknowledge receipt of this offer by indicating your acceptance on receipt, else this Letter of Offer will not be valid.
5. Your acceptance to join would be considered a "**Legal Contract**". After acceptance, if you decline to join on the agreed date, Envision may suffer financial and other losses which you may be liable to pay and Envision may pursue legal proceeding against you to recover the same. Also Envision would be obliged to notify your references on your lapse.
6. On the day of joining, please bring the documents listed at Para 1 of **Appendix** to this Letter of Offer.
7. Finally, on behalf of the Management, it gives me great pleasure to extend to you a warm welcome into the Envision family, and we look forward to a mutually beneficial and enduring working relationship.

Regards,



Sundaram Hariharan
Director
Envision Financial Systems (I) Pvt Ltd



Training and Placement Cell

Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai Shah
DN: c=IN, o=Personal, ou=SCS,
ou=sdgpm, cn=Ragini Ravindrabhai
Shah, email=ragini@envision.com
Date: 2021.02.01 10:47:13 +0530

US Office : 650 Town Center Drive, Suite 1800, Costa Mesa, California 92626

Ph : (714) 247-0030 ★ Fax (714) 247-0029 ★ E-mail : info@enfs.com ★ www.enfs.com



TERMS AND CONDITIONS

Probationary Period: You will be on probation for a period up to six months from the date of joining. This may be extended based on management discretion. Upon satisfactory completion of the probation period, you will be confirmed in the regular cadre of the Company. After completion of probation period, till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.

First Performance and Compensation Review: Your first performance review to confirm your appointment will be done on a date six months after your date of joining and will be effective from the date of successful completion of the probationary period of six months or as may be extended based on management discretion. Your first Compensation review will be conducted on 1 Apr 2023.

Notice Period to be given on Resignation/ Termination of Service : This contract of employment is terminable, without reason by either party giving 30 days notice during probationary period and 60 days' notice on confirmation. Envision Financial Systems (India) Private Limited reserves the right to pay or recover salary in lieu of shortfall in notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the termination is due to any misconduct, the Company reserves the right to conduct an enquiry prior to termination.

Provided, however, that in the event of your unauthorised absence from duties, if it is established by your conduct or if the management has bonafide reasons to believe that you have no intentions to resume duties, your services with the Company will be terminated upon serving you with a notice to resume work within 15 days of the receipt of such notice. You will not be entitled to any salary or allowances for such unauthorised absence.

Commitments: It should be clear to you that there are no other commitments made by the Company in terms of your compensation or otherwise, other than what is mentioned in the appointment letter.

Income Tax Liability: The Income Tax liability with regards to your salary and perks will be your liability, and will be governed by the tax laws of the country as applicable from time to time.

Service Rules and Regulations: During your employment with the Company, you will be governed by the service rules and regulations of the Company in force or as introduced or amended from time to time.

Professional Ethics: You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

Safe Custody of Company Material: You will be responsible for the safekeeping and good condition and order of all the Company property entrusted to your care and charge. The Company reserves the right to deduct the cost of such articles from your dues, or take such actions as may be deemed proper, in the event of failure to account for such property, to our satisfaction.

Confidentiality of Information: You are expected not to divulge any information regarding Confidential data, reports, technology, expertise, R&D activities or any business plans to any one, as this would impair the competitive position of Envision Financial Systems (India) Pvt. Ltd. To this effect, you will be expected to sign an Agreement of Non-Disclosure with the Company, within one week of your joining. If it is established that the above said information is passed on in any manner to anyone (unauthorized person in the premises or outside the premises) during the employment, the Company would be free to terminate your services without assigning any reason and without any compensation thereof as also would be free to recover damages from you, if any.



Training and Placement Cell



Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=ENFS, postalCode=560009, cn=Ragin Ravindrabhai Shah, email=ragin@enfs.com
[Signature]
[Date: 2024.12.11 10:54:00 +05:30]

US Office : 650 Town Center Drive, Suite 1800, Costa Mesa, California 92626

Ph : (714) 247-0030 ★ Fax (714) 247-0029 ★ E-mail : info@enfs.com ★ www.enfs.com



Feenixtech India



Dear Patel Binalben Mansukhbhai

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be August 3, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on August 3. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allowed to travel all regions and foreign Hr panel meetings basis of company instruction.

Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 90 days after your start date. Team Manager is your reporting Person.

The main role of a Trainee is to gain experience of all aspects of their selected career. These people can learn all required skills for their future jobs by doing different real work duties. For example, HR trainees help to induct new members to a company and discuss human resources issues with departmental representatives.

Trainees usually perform many of the following tasks:

- Completing all assigned tasks and assisting with day-to-day operations.
- Participating in meetings, workshops, and other learning opportunities.


Training and Placement Cell

Ragin
Ravindrab
+919384888140
harshali

Digitally signed by Ragin Ravindrabhai
DN: c=IN, o=Personal, ou=SCS,
 postalCode=520001, cn=Ragin Ravindrabhai,
 email=ragin@feenixtechindia.com,
 serial=2020.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai





Feenixtech India



Dear Prajapati Avdishkumar Amrutbhai

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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Ragini
Ravindrab
harshan
+919384888140

hr@feenixtechindia.com

BIT Park, Guindy. Chennai

Digitally signed by Ragini Ravindrabhai
DN: cn=Ragini Ravindrabhai, o=Feenixtech India, ou=HR, email=ragini@feenixtechindia.com, c=IN
c=IN, o=Feenixtech India, ou=HR, email=ragini@feenixtechindia.com, cn=Ragini Ravindrabhai
Date: 2024.10.10 10:43:40 +05'30'





Feenixtech India



Dear Pandya Kedarnath Prakashchandra

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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Training and Placement Cell

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Ragun
Ravindrab
+919384888140
harshali

Digitally signed by Ragun Ravindrab
DN: c=IN, o=Personal, ou=SCS,
postalCode=520001, email=Ragun Ravindrab,
serial=10,
c=IN, o=Personal, ou=SCS, postalCode=520001,
email=Ragun Ravindrab,
serial=10,
Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai





Feenixtech India



Dear Gor Kriya Bharatbhai

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Training and Placement Cell

Ragin
Ravindrabharadharan
+919384888140

Digitally signed by Ragin Ravindrabharadharan
DN: cn=Ragin Ravindrabharadharan, o=Feenixtech India, ou=HR, email=ragin@feenixtechindia.com, c=IN
c=IN, o=Feenixtech India, ou=HR, email=ragin@feenixtechindia.com, cn=Ragin Ravindrabharadharan
Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai





Feenixtech India



Dear Velani Krutik Ghanshyambhai

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Ragini
Ravindrab
+919384888140
hr@feenixtechindia.com

Digitally signed by Ragini Ravindrabhai
DN: c=IN, o=Personal, ou=SCS,
 postalCode=520001, email=Ragini.Ravindrabhai@feenixtechindia.com,
 cn=Ragini Ravindrabhai
Date: 2020.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy, Chennai

Training and Placement Cell





Feenixtech India



Dear Gupta Priya Manoharlal

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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Training and Placement Cell

Ragun
Ravindrab
har Shah
+919384888140

Digitally signed by Ragun Ravindrab
DN: c=IN, o=Personal, ou=SCS,
postalAddress=1024E8B17852e5b44
05ae4015e,
serialNumber=104827484503076d89b6e
06325a975d81842e049517c56e4b0
6792143, email=C. ragun@feenixtech
India,
Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai



- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, and health and safety codes.
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- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different offices and participating in daily operations as required.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience. If your Services not satisfactory to the company, company have the full rights to take actions against Candidate. Company have the full the rights to transfer any employees to any where.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the Feenixtech India team.

Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



Training and Placement Cell



Ragin
Ravindrab
nar Shan 4888140
+919384888140

Digitally signed by Ragin Ravindrabnar
Shan
DN: c=IN, o=Personal, ou=SCS,
postalAddress=1024E8B1785225B44
05A64010e,
serialNumber=1024E8B1785225B44
05A64010e, email=ragin@feenixtech
india.com, cn=Ragin Ravindrabnar
Shan
Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai



Feenixtech India



Dear Bhavesh Rajesh Karanjikar

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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Training and Placement Cell

Ragin
Ravindrabharadharan
+919384888140

hr@feenixtechindia.com

BIT Park, Guindy. Chennai

Digitally signed by Ragin Ravindrabharadharan
DN: c=IN, o=Personal, ou=SCS, postal=ragin_ravindrabharadharan@feenixtechindia.com, email=ragin_ravindrabharadharan@feenixtechindia.com, cn=Ragin Ravindrabharadharan
Date: 2024.10.10 10:43:40 +05'30'





Feenixtech India



Dear Patel Rupesh Bharatbhai

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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Training and Placement Cell

Ragin
Ravindrab
+919384888140
harshali

Digitally signed by Ragin Ravindrabhai
DN: c=IN, o=Personal, ou=SCS,
 postalCode=520001, cn=Ragin Ravindrabhai,
 email=ragin@feenixtechindia.com,
 serial=2020.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai



- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
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When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the Feenixtech India team.

Sincerely,
 Shwetha
 Hr Executive,
 Human Resources
 Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature




Ragin
 Ravindrab
 nar Shan 4888140
 +919384888140

Digitally signed by Ragin Ravindrabnar
 Shan
 DN: c. IN, o. Personal, ou. SCS,
 postalCode. 524e98b17852e5b44
 055ea070e,
 serial. 15440, email. ragin@feenixtech
 india.com, cn. Ragin Ravindrabnar
 Shan
 Date: 2024.10.10 10:43:40 +05'30'

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Training and Placement Cell



Ragin
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nar Shan 4888140
+919384888140

Digitally signed by Ragin Ravindrabnar
Shan
DN: c. IN, o. Personal, ou=SCS,
 postalCode=724001, cn=Ragin Ravindrabnar
Shan, email=Ragin.Ravin@feenixtechindia.com,
 serial=140
Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai



Feenixtech India



Dear Joshi Krushna Anilkumar

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

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Training and Placement Cell

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Ragin
Ravindrab
+919384888140
harshali

Digitally signed by Ragin Ravindrab
DN: c=IN, o=Personal, ou=SCS,
 postalCode=560001, cn=Ragin Ravindrab
o=Feenixtech India,
 email=ragin@feenixtechindia.com,
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 nar Shan 4888140

Digitally signed by Ragin Ravindrab
 DN: c. IN, o. Personal, ou. SCS,
 postalCode. 5246861184245844
 email. ragin@feenixtech.com,
 serial. 4888140,
 version. 3,
 uri. urn:ietf:params:spki:uri:
 http://www.ietf.org/rfc/rfc2812.txt,
 cn. Ragin Ravindrab
 Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

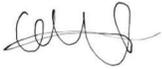
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nar Shan 4888140
+919384888140

Digitally signed by Ragin Ravindrabnar
Shan
DN: c=IN, o=Personal, ou=SCS,
postal=jagan_rathod@feenixtechindia.com,
email=jagan_rathod@feenixtechindia.com,
serial=1, version=1,
date=2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai

February 15, 2021

Mr. Bipinchandra

Dear Mr. Bipinchandra,

I am very pleased to extend the following offer of employment as **Customer Service Trainee, Gensuite Software Systems & Services (GSSS) Private Limited** based in Bangalore, India. You will be under probation for a period of six months from the date of your joining. Your employment with GSSS will be confirmed based on successful completion of your probationary period and your performance during the said period.

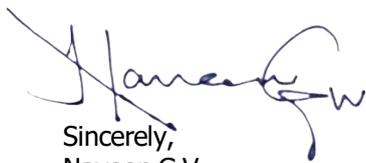
In this role, you will work with Subscriber Services & Delivery team to provide on-going functional & application support to business users of Gensuite applications, provide user training & develop detailed application documentation, liaison with product developers to ensure technical compatibility & user satisfaction.

Your compensation and benefits package through GSSS will be as described in the attached ANNEXURE, with an annual total cost to company of Rs. 2,40,000/- and start date of **22nd February 2021**.

This offer is contingent upon:

- (1) Receipt of an email response indicating your formal acceptance of this offer before the close of business on **17th February 2021**.
- (2) Successful background check and employment eligibility verification to be conducted by the Company's representative with your authorization.
- (3) Signed acceptance on/before the start date of GSSS' Intellectual Property and Confidentiality Employee Agreement.

We look forward to your joining our Company and are confident that your background and interests will help us to continue to meet our customers' needs, to grow Gensuite, and enable you to build a rewarding and dynamic career.



Sincerely,
Naveen G V
Managing Director
naveen.gv@gensuitelc.com
Work: +91.80.67659999
Mobile: +91.9900200099



(Continued on page 2)

Mr. Bipinchandra
February 15, 2021

ANNEXURE

	Monthly (in Rs.)	Yearly (in Rs.)
Salary: Cost to Company	20,000	2,40,000
<u>Fixed Components</u>		
Basic	11,000	1,32,000
Conveyance	1,600	19,200
<u>Flexible Components</u>		
HRA	3,200	38,400
Medical	500	6,000
Special Allowance	2,125	25,500
<u>Retirals</u>		
Provident Fund	1,575	18,900
Total CTC	20,000	2,40,000

Notes

1. Hospitalization insurance for self and immediate family (i.e., spouse and children) up to Rs. 2,00,000 per family per year.
2. Life insurance benefit of Rs.5,00,000.
3. Gratuity @15 days salary for every completed year of service, on completion of 5 years of service (or as per Government regulations)
4. During your probationary period, you will be eligible to avail 1 day leave for every month of service completed.


Training and Placement Cell



Ragin
Ravindrabhai
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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnim Startup & Innovation University, ou = Training and Placement Cell, email = ragin@swarnim.edu.in
c = IN, o = Swarnim Startup & Innovation University, ou = Training and Placement Cell, email = ragin@swarnim.edu.in

Mr. Tushar
February 15, 2021

ANNEXURE

	Monthly (in Rs.)	Yearly (in Rs.)
Salary: Cost to Company	20,000	2,40,000
<u>Fixed Components</u>		
Basic	11,000	1,32,000
Conveyance	1,600	19,200
<u>Flexible Components</u>		
HRA	3,200	38,400
Medical	500	6,000
Special Allowance	2,125	25,500
<u>Retirals</u>		
Provident Fund	1,575	18,900
Total CTC	20,000	2,40,000

Notes

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3. Gratuity @15 days salary for every completed year of service, on completion of 5 years of service (or as per Government regulations)
4. During your probationary period, you will be eligible to avail 1 day leave for every month of service completed.


Training and Placement Cell



Feenixtech India



Dear Dobariya Hilori Sureshbhai

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be August 3, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on August 3. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allowed to travel all regions and foreign Hr panel meetings basis of company instruction.

Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 90 days after your start date. Team Manager is your reporting Person.

The main role of a Trainee is to gain experience of all aspects of their selected career. These people can learn all required skills for their future jobs by doing different real work duties. For example, HR trainees help to induct new members to a company and discuss human resources issues with departmental representatives.


Training and Placement Cell

Trainees usually perform many of the following tasks:

- Completing all assigned tasks and assisting with day-to-day operations.
- Participating in meetings, workshops, and other learning opportunities.

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+919384888140

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DN: c=IN, o=Personal, ou=SCS,
postalAddress=1024E8B17852e5b44
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serialNumber=104827484503076d89b6ee
0f635a975d81842ee49517c56e4b0
e792143, email=ragin@feenixtech.
in,
Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai





Feenixtech India



Dear Parth Ratnesh Sharma

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be August 3, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on August 3. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allowed to travel all regions and foreign Hr panel meetings basis of company instruction.

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The main role of a Trainee is to gain experience of all aspects of their selected career. These people can learn all required skills for their future jobs by doing different real work duties. For example, HR trainees help to induct new members to a company and discuss human resources issues with departmental representatives.


Training and Placement Cell

Trainees usually perform many of the following tasks:

- Completing all assigned tasks and assisting with day-to-day operations.
- Participating in meetings, workshops, and other learning opportunities.

Ragini
Ravindrab
+919384888140
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Digitally signed by Ragini Ravindrab
DN: c=IN, o=Personal, ou=SCS,
 postalCode=520009, cn=Ragini Ravindrab
o=SCS, ou=SCS, cn=Ragini Ravindrab,
 email=Ragini.Ravindrab@scs.com,
 c=IN, o=SCS, ou=SCS, cn=Ragini Ravindrab,
 email=Ragini.Ravindrab@scs.com,
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 email=Ragini.Ravindrab@scs.com,
 Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai



- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, and health and safety codes.
- Preparing documents and updating records.
- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different offices and participating in daily operations as required.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience. If your Services not satisfactory to the company, company have the full rights to take actions against Candidate. Company have the full the rights to transfer any employees to any where.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the Feenixtech India team.

Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



Ragim
Ravindrab
nar Shan 91938488140

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 postalCode=110042, email=ragim@feenixtechindia.com,
 cn=Ragim Ravindrabnar
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Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai



APPOINTMENT LETTER

8/6/2020

To Thaker Kaushiki Rajeshbhai

With reference to your Interview, we are pleased to appoint you as **Business Development Executive** at a Training Stipend of Rs.15000/- per month. Please note that the Post Successful Completion of Training, Your Compensation will be Rs.7,20,000/- CTC, please read the terms & conditions mentioned in the enclosure below.

Your role will start on 9/6/2020, Your direct reporting manager would be Miss Akanksha Jha, and. Even though we offer flexibility, we expect the candidate to complete 7 hours everyday in a working week. The shift timings for your profile are 11:00 AM to 7:00 PM.

For the initial 3-12 months period, you will be on probation. During this tenure, your conduct, behaviour and skills would be analysed. You can learn more about it in the employee HRM Panel.

Please sign the enclosed Employee Agreement Form as your acceptance for the position and revert with a signed copy by 9-6-2020.

Candidates willing to work from Office have the option to join our HQ located at A46, Sector 57, Noida, Uttar Pradesh 201301.

Yours truly,

For Pango Retail

Akanksha Jha

Head-Business Team

EMPLOYMENT TERMS AND CONDITIONS

- Your appointment is with effect from 9-6-2020.
- In case of Unsuccessful Training Programme, You will have to Re-Attempt 90 Days Training.
- You will be posted at our "Location" and will be reporting to "Reporting Manager- Name
- You will be on probation for a period of six (6) months from the date of your joining, where after, your services if found satisfactory, will stand confirmed. Any decision to the contrary or to extend the probation period will be communicated to you by the Human Resource Department. Pango Retail reserves the right to reduce/dispense with or extend your probation period at its absolute discretion.
- You are entitled to avail 1.75 casual Sick leaves (CSL) per month until your services are confirmed. After successful completion of the probation period, you will be entitled to 12 days earned leave (EL), which can be carried forward, if not availed in a calendar year.



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Digitally signed by Ragun Ravindrabhai
DN: cn=Ragun Ravindrabhai, o=Pango Retail, ou=HR, email=ragun.ravindrabhai@pangoretail.com, c=IN
Date: 2020.08.06 10:43:40 +05'30'

Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252

Training and Placement Cell



- In case you decide to resign from your services, you will be required to serve one (1) month notice of physical presence in case you are under probation period AND Two (2) months notice period of physical presence OR 1 month notice period of physical presence with one-month gross salary in lieu of the notice period in case you are confirmed on the payrolls of the company unless otherwise mentioned in the Service agreement. However, Pango Retail reserves the right to reduce/ dispense with or take any contrary decision at its absolute discretion.
- The Company reserves the right to terminate your services in case your performance is found to be unsatisfactory/poor/below average, by giving either one-month notice/or one-month gross salary in case you are under probation period and 2 months notice period / or one-month notice with one-month gross salary in case you are confirmed on the payrolls of the company. The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, the commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
- Your assignments at work may be changed at any time depending on the business exigencies.
- You may be transferred at work in any of the company's branches or client sites/ offices across India or Abroad.
- You will be employed in the service of the company only as long as you are medically fit for employment in all aspects. Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service.
- In addition to the employment terms and conditions mentioned herein, all other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time shall be applicable to you.
- You are required at all times to maintain the highest order of discipline and secrecy as regards to the work of the Company and/or its Subsidiaries or Associate Companies. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.
- You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations framed and issued by the Company from time to time. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company.
- During the course of your employment and if the nature of your business so required, the Company may send you for specialized training within India or overseas in order to enable you to perform more effectively. In such an event, you will be required to execute a training bond with the Company.
- You during the period of employment with the company plus 2 years after the ending of the employment shall desist from actively soliciting employment and desist from considering employment offers from any of the company's existing or potential client's partner, collaborators or any affiliates of the company, without obtaining written permission from the company.
- The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.
- The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations including Insider Trading Regulations.
- You shall retire from the services of the company on completion of 58 (fifty-eight) years of age.
- That jurisdiction of courts at Delhi shall only apply to any dispute arising out of these terms and conditions of employment.

Acknowledgement by the Employee


Training and Placement Cell

Ragin
Ravindrabhai

Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252

Digitally signed by Ragin Ravindrabhai
DN: cn=Ragin Ravindrabhai, o=Pango Retail, ou=HR, email=Ragin.Ravindrabhai@pangoretail.com, c=IN
Date: 2024.10.10 10:43:40 +05'30'





APPOINTMENT LETTER

8/6/2020

To Dave Hardi Bimal

With reference to your Interview, we are pleased to appoint you as **Business Development Executive** at a Training Stipend of Rs.15000/- per month. Please note that the Post Successful Completion of Training, Your Compensation will be Rs.7,20,000/- CTC, please read the terms & conditions mentioned in the enclosure below.

Your role will start on 9/6/2020, Your direct reporting manager would be Miss Akanksha Jha, and. Even though we offer flexibility, we expect the candidate to complete 7 hours everyday in a working week. The shift timings for your profile are 11:00 AM to 7:00 PM. For the initial 3-12 months period, you will be on probation. During this tenure, your conduct, behaviour and skills would be analysed. You can learn more about it in the employee HRM Panel.

Please sign the enclosed Employee Agreement Form as your acceptance for the position and revert with a signed copy by 9-6-2020.

Candidates willing to work from Office have the option to join our HQ located at A46, Sector 57, Noida, Uttar Pradesh 201301.

Yours truly,

For Pango Retail

Akanksha Jha

Head-Business Team

EMPLOYMENT TERMS AND CONDITIONS

- Your appointment is with effect from 9-6-2020.
- In case of Unsuccessful Training Programme, You will have to Re-Attempt 90 Days Training.
- You will be posted at our "Location" and will be reporting to "Reporting Manager- Name
- You will be on probation for a period of six (6) months from the date of your joining, where after, your services if found satisfactory, will stand confirmed. Any decision to the contrary or to extend the probation period will be communicated to you by the Human Resource Department. Pango Retail reserves the right to reduce/dispense with or extend your probation period at its absolute discretion.
- You are entitled to avail 1.75 casual Sick leaves (CSL) per month until your services are confirmed. After successful completion of the probation period, you will be entitled to 12 days earned leave (EL), which can be carried forward, if not availed in a calendar year.

Training and Placement Cell

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DN: cn=Ragun Ravindrab, o=Pango Retail, ou=HRM, email=Ragun.Ravindrab@pangoretail.com, c=IN
Date: 2020.08.06 10:43:40 +05'30'

Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252





- In case you decide to resign from your services, you will be required to serve one (1) month notice of physical presence in case you are under probation period AND Two (2) months notice period of physical presence OR 1 month notice period of physical presence with one-month gross salary in lieu of the notice period in case you are confirmed on the payrolls of the company unless otherwise mentioned in the Service agreement. However, Pango Retail reserves the right to reduce/ dispense with or take any contrary decision at its absolute discretion.
- The Company reserves the right to terminate your services in case your performance is found to be unsatisfactory/poor/below average, by giving either one-month notice/or one-month gross salary in case you are under probation period and 2 months notice period / or one-month notice with one-month gross salary in case you are confirmed on the payrolls of the company. The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, the commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
- Your assignments at work may be changed at any time depending on the business exigencies.
- You may be transferred at work in any of the company's branches or client sites/ offices across India or Abroad.
- You will be employed in the service of the company only as long as you are medically fit for employment in all aspects. Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service.
- In addition to the employment terms and conditions mentioned herein, all other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time shall be applicable to you.
- You are required at all times to maintain the highest order of discipline and secrecy as regards to the work of the Company and/or its Subsidiaries or Associate Companies. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.
- You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations framed and issued by the Company from time to time. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company.
- During the course of your employment and if the nature of your business so required, the Company may send you for specialized training within India or overseas in order to enable you to perform more effectively. In such an event, you will be required to execute a training bond with the Company.
- You during the period of employment with the company plus 2 years after the ending of the employment shall desist from actively soliciting employment and desist from considering employment offers from any of the company's existing or potential client's partner, collaborators or any affiliates of the company, without obtaining written permission from the company.
- The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.
- The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations including Insider Trading Regulations.
- You shall retire from the services of the company on completion of 58 (fifty-eight) years of age.
- That jurisdiction of courts at Delhi shall only apply to any dispute arising out of these terms and conditions of employment.

Acknowledgement by the Employee


Training and Placement Cell

Ragin
Ravindrabhai
Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252



Digitally signed by Ragin Ravindrabhai
DN: cn=Ragin Ravindrabhai, o=Pango Retail, ou=HR, email=ragin.ravindrabhai@pangoretail.com, c=IN
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I acknowledge receiving a copy of Appointment Letter and Employment Terms and conditions relating to all incidents of my employment with the company and after having read and understood and comprehended the contents and implications therein, I am satisfied and agree to abide by them.

Employee Name : _____

Employee Signature: _____

For Pango Retail

Signing Authority

Head Business Team

CONFIDENTIAL


Training and Placement Cell



Ragin

Ravindrabhai

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Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=SCS, postalCode=110042, email=ragin@pangoretail.com, serial=1, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:43:40 +05'30'

Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252



APPOINTMENT LETTER

8/6/2020

To Patel Dipshaben Prakashbhai

With reference to your Interview, we are pleased to appoint you as **Business Development Executive** at a Training Stipend of Rs.15000/- per month. Please note that the Post Successful Completion of Training, Your Compensation will be Rs.7,20,000/- CTC, please read the terms & conditions mentioned in the enclosure below.

Your role will start on 9/6/2020, Your direct reporting manager would be Miss Akanksha Jha, and. Even though we offer flexibility, we expect the candidate to complete 7 hours everyday in a working week. The shift timings for your profile are 11:00 AM to 7:00 PM. For the initial 3-12 months period, you will be on probation. During this tenure, your conduct, behaviour and skills would be analysed. You can learn more about it in the employee HRM Panel.

Please sign the enclosed Employee Agreement Form as your acceptance for the position and revert with a signed copy by 9-6-2020.

Candidates willing to work from Office have the option to join our HQ located at A46, Sector 57, Noida, Uttar Pradesh 201301.

Yours truly,

For Pango Retail

Akanksha Jha

Head-Business Team

EMPLOYMENT TERMS AND CONDITIONS

- Your appointment is with effect from 9-6-2020.
- In case of Unsuccessful Training Programme, You will have to Re-Attempt 90 Days Training.
- You will be posted at our "Location" and will be reporting to "Reporting Manager- Name
- You will be on probation for a period of six (6) months from the date of your joining, where after, your services if found satisfactory, will stand confirmed. Any decision to the contrary or to extend the probation period will be communicated to you by the Human Resource Department. Pango Retail reserves the right to reduce/dispense with or extend your probation period at its absolute discretion.
- You are entitled to avail 1.75 casual Sick leaves (CSL) per month until your services are confirmed. After successful completion of the probation period, you will be entitled to 12 days earned leave (EL), which can be carried forward, if not availed in a calendar year.

Training and Placement Cell

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Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252





- In case you decide to resign from your services, you will be required to serve one (1) month notice of physical presence in case you are under probation period AND Two (2) months notice period of physical presence OR 1 month notice period of physical presence with one-month gross salary in lieu of the notice period in case you are confirmed on the payrolls of the company unless otherwise mentioned in the Service agreement. However, Pango Retail reserves the right to reduce/ dispense with or take any contrary decision at its absolute discretion.
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- Your assignments at work may be changed at any time depending on the business exigencies.
- You may be transferred at work in any of the company's branches or client sites/ offices across India or Abroad.
- You will be employed in the service of the company only as long as you are medically fit for employment in all aspects. Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service.
- In addition to the employment terms and conditions mentioned herein, all other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time shall be applicable to you.
- You are required at all times to maintain the highest order of discipline and secrecy as regards to the work of the Company and/or its Subsidiaries or Associate Companies. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.
- You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations framed and issued by the Company from time to time. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company.
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- You during the period of employment with the company plus 2 years after the ending of the employment shall desist from actively soliciting employment and desist from considering employment offers from any of the company's existing or potential client's partner, collaborators or any affiliates of the company, without obtaining written permission from the company.
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- The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations including Insider Trading Regulations.
- You shall retire from the services of the company on completion of 58 (fifty-eight) years of age.
- That jurisdiction of courts at Delhi shall only apply to any dispute arising out of these terms and conditions of employment.

Acknowledgement by the Employee

Ragini
Ravindrab
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Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252


Training and Placement Cell

Digitally signed by Ragini Ravindrabhai
DN: cn=Ragini Ravindrabhai, o=Pango Retail, ou=HR, email=ragini.ravindrabhai@pangoretail.com, c=IN
Date: 2024.10.10 10:43:40 +05'30'





I acknowledge receiving a copy of Appointment Letter and Employment Terms and conditions relating to all incidents of my employment with the company and after having read and understood and comprehended the contents and implications therein, I am satisfied and agree to abide by them.

Employee Name : _____

Employee Signature: _____

For Pango Retail

Signing Authority

Head-Business Team

CONFIDENTIAL


Training and Placement Cell



Ragin

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Digitally signed by Ragin Ravindrabhai
DN: c=IN, o=Personal, ou=SCS, postalCode=122001, email=Ragin.Ravindrabhai@pangoretail.com, cn=Ragin Ravindrabhai
Date: 2024.10.10 10:43:40 +05'30'

Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252



APPOINTMENT LETTER

8/6/2020

To Desai Diya Miteshbhai

With reference to your Interview, we are pleased to appoint you as **Business Development Executive** at a Training Stipend of Rs.15000/- per month. Please note that the Post Successful Completion of Training, Your Compensation will be Rs.7,20,000/- CTC, please read the terms & conditions mentioned in the enclosure below.

Your role will start on 9/6/2020, Your direct reporting manager would be Miss Akanksha Jha, and. Even though we offer flexibility, we expect the candidate to complete 7 hours everyday in a working week. The shift timings for your profile are 11:00 AM to 7:00 PM.

For the initial 3-12 months period, you will be on probation. During this tenure, your conduct, behaviour and skills would be analysed. You can learn more about it in the employee HRM Panel.

Please sign the enclosed Employee Agreement Form as your acceptance for the position and revert with a signed copy by 9-6-2020.

Candidates willing to work from Office have the option to join our HQ located at A46, Sector 57, Noida, Uttar Pradesh 201301.

Yours truly,

For Pango Retail

Akanksha Jha

Head-Business Team

EMPLOYMENT TERMS AND CONDITIONS

- Your appointment is with effect from 9-6-2020.
- In case of Unsuccessful Training Programme, You will have to Re-Attempt 90 Days Training.
- You will be posted at our "Location" and will be reporting to "Reporting Manager- Name
- You will be on probation for a period of six (6) months from the date of your joining, where after, your services if found satisfactory, will stand confirmed. Any decision to the contrary or to extend the probation period will be communicated to you by the Human Resource Department. Pango Retail reserves the right to reduce/dispense with or extend your probation period at its absolute discretion.
- You are entitled to avail 1.75 casual Sick leaves (CSL) per month until your services are confirmed. After successful completion of the probation period, you will be entitled to 12 days earned leave (EL), which can be carried forward, if not availed in a calendar year.



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Ravindrabhai

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Digitally signed by Ragini Ravindrabhai
DN: cn=Ragini Ravindrabhai, o=Pango Retail, ou=HR, email=ragini.ravindrabhai@pangoretail.com, c=IN
Date: 2020.08.06 10:43:40 +05'30'

Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252


Training and Placement Cell



- In case you decide to resign from your services, you will be required to serve one (1) month notice of physical presence in case you are under probation period AND Two (2) months notice period of physical presence OR 1 month notice period of physical presence with one-month gross salary in lieu of the notice period in case you are confirmed on the payrolls of the company unless otherwise mentioned in the Service agreement. However, Pango Retail reserves the right to reduce/ dispense with or take any contrary decision at its absolute discretion.
- The Company reserves the right to terminate your services in case your performance is found to be unsatisfactory/poor/below average, by giving either one-month notice/or one-month gross salary in case you are under probation period and 2 months notice period / or one-month notice with one-month gross salary in case you are confirmed on the payrolls of the company. The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, the commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
- Your assignments at work may be changed at any time depending on the business exigencies.
- You may be transferred at work in any of the company's branches or client sites/ offices across India or Abroad.
- You will be employed in the service of the company only as long as you are medically fit for employment in all aspects. Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service.
- In addition to the employment terms and conditions mentioned herein, all other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time shall be applicable to you.
- You are required at all times to maintain the highest order of discipline and secrecy as regards to the work of the Company and/or its Subsidiaries or Associate Companies. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.
- You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations framed and issued by the Company from time to time. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company.
- During the course of your employment and if the nature of your business so required, the Company may send you for specialized training within India or overseas in order to enable you to perform more effectively. In such an event, you will be required to execute a training bond with the Company.
- You during the period of employment with the company plus 2 years after the ending of the employment shall desist from actively soliciting employment and desist from considering employment offers from any of the company's existing or potential client's partner, collaborators or any affiliates of the company, without obtaining written permission from the company.
- The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.
- The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations including Insider Trading Regulations.
- You shall retire from the services of the company on completion of 58 (fifty-eight) years of age.
- That jurisdiction of courts at Delhi shall only apply to any dispute arising out of these terms and conditions of employment.

Acknowledgement by the Employee

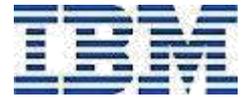
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Training and Placement Cell

Digitally signed by Ragini Ravindrabhai
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Date: 2024.10.10 10:43:40 +05'30'





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.

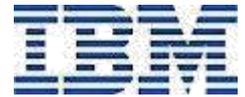
- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office 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



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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.

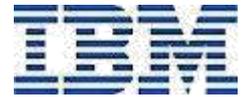
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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.*


Training and Placement Cell



Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Ragin Ravindrabhai, o = Swarnim
Startup & Innovation University, email =
ragin@swarnim.edu.in, c = IN
Date: 2024.10.10 16:43:46 +05'30'



IBM CONFIDENTIAL

ANNEXURE A

DATE	<i>July 19, 2021</i>		
NAME	<i>Patel Smit R</i>	BAND	<i>06G</i>
DESIGNATION	<i>Security Analyst</i>	LOCATION	<i>Bangalore</i>
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		<i>232264</i>	
2. Annual Flexible Benefit Plan (FBP)		<i>278716</i>	
3. Annual Reference Salary (ARS)		<i>510980</i>	
4. Retirals			
<i>a) Provident Fund (PF)</i>		<i>27872</i>	
<i>b) Gratuity @ 4.8%</i>		<i>11149</i>	
5. Annual Reference Salary + Retirals		<i>550000</i>	

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.

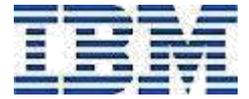
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = RaginRavi, o = IBM,
ou = India, email = RaginRavi@in.ibm.com,
c = IN, serial = 20241019164346-63730
Date: 2024.10.19.16:43:46 +05'30'


Training and Placement Cell



OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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*

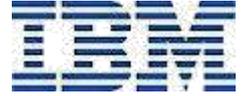
ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

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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Ravindra
hai Shah

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postalCode. 024698011954245844
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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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Training and Placement Cell



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Explanation of Compensation Components

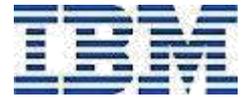
Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions 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 Medclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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 Medclaim Insurance Policy.



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ou = India, email = Ragin.Ravindrabhai@in.ibm.com,
c = IN
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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

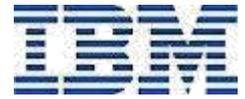


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records is within the state of California.

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

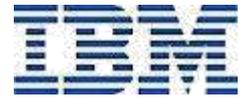


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Training and Placement Cell



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 Kapadiya Hardik 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.

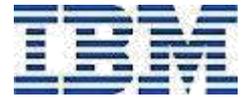
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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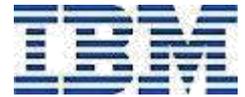
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- 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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- *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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postalAddress=024698011954205844
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s=Swarnim, cn=Ragin Ravindrabhai
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ANNEXURE A

DATE	July 19, 2021		
NAME	Kapadiya Hardik S	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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 Medclaim 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))

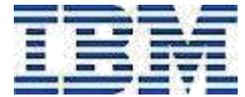
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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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.

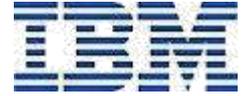
Domiciliary Benefit

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 Medclaim Insurance Policy.



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ou = India, email = RaginR@in.ibm.com,
c = IN, serial = 20241019164346-63730
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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.

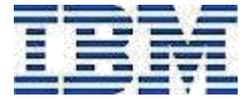
* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees


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serialNumber=1, email=ragin@ibm.com,
cn=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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ou = SSIU, email = ragin@ssiu.ac.in,
c = IN,
serialNumber = 20241019164346-63750
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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.

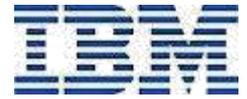
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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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ou = SSI, email = Ragin@ssi.com,
c = IN,
serialNumber = 1, email = Ragin@ssi.com,
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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.

<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>

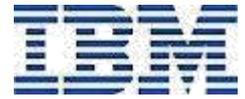


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ou = SSI, email = ragim@ssi.in,
c = IN, st = Maharashtra, serial = 7229111,
version = 3, date = 2024.10.18 10:45:46 +05'30',
reason = I agree to the terms and conditions
of the agreement, email = ragim@ssi.in,
serial = 7229111, version = 3, date = 2024.10.18 10:45:46 +05'30'

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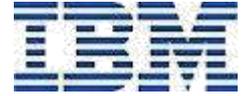
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- 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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serialNumber = 22489811541405844
c = IN, o = SSI, ou = SSI, email =
ragin@ssi.in, cn = Ragin Ravindrabhai
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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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ou = SSI, email = ragin@ssiu.ac.in,
c = IN, st = Gujarat, serialNumber = 20241019164346-63730
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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

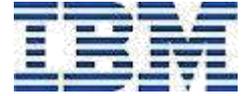
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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Digitally signed by Ragin Ravindrahai
Shah
DN: c=IN, o=Personnel, ou=ISA,
postalCode=220401, email=Ragin.Ravindrahai.Shah@ibm.com,
serialNumber=1, cn=Ragin Ravindrahai
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Explanation of Compensation Components

Component	Summary Explanation*
<i>1. Basic Salary</i>	<i>The fundamental salary component to which many other compensation components are linked.</i>
<i>2. Flexible Benefit Plan (FBP)</i>	<i>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.</i>
<i>(a) Leave Travel Allowance (LTA)</i>	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
<i>(b) House Rent Allowance</i>	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
<i>(c) "Flat" Allowance</i>	<i>Remaining FBP funds and is a taxable amount.</i>
<i>3. Retirals</i>	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
<i>(a) Provident Fund (PF)</i>	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
<i>(b) Gratuity</i>	<i>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).</i>
<i>(c) ESIC</i>	<i>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.</i>
<i>Annual Reference Salary</i>	<i>Annual Basic Salary + Annual FBP</i>

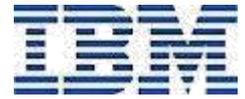
**For detailed information please refer to Company policies, which are subject to change from time to time.*


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

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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 Medclaim 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 Gupta Prerna Ravi,

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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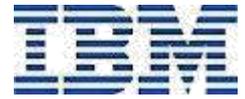


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I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

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.

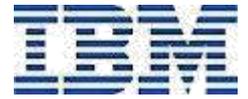
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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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 Jagani Jeetkumar K

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.

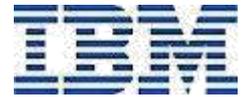
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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 postalCode. 520498011954095844
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ANNEXURE A

DATE	July 19, 2021		
NAME	Jagani Jeetkumar K	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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 Medclaim 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))

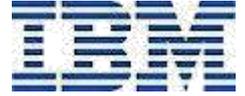
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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

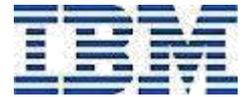
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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

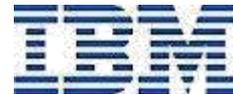
*For detailed information please refer to Company policies, which are subject to change from time to time.


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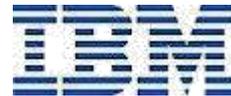
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Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Jagani Jeetkumar K,

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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.

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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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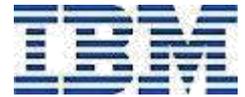


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ANNEXURE B – NON-DISCLOSURE AGREEMENT

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.

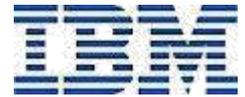
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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

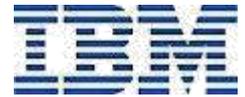


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ou = SSIU, email = RaginRavi@ssiu.ac.in,
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Development is governed by an agreement executed prior to my IBM employment.

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.

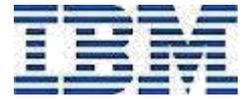
I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

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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ou = SSI, email = Ragin@ssi.com,
c = IN, st = IN, serial = 152445874BR_7229114,
version = 1, uniqueIdentifier = 152445874BR_7229114,
emailAddress = Ragin@ssi.com,
date = 2024.10.10.10:43:46 +05'30'



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 Priyanka M

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.

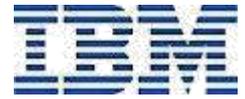
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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Digitally signed by Ragini Ravindrabhai Shah
DN: c=IN, o=Personnel, ou=5555,
 postalCode=52, email=Ragini.1552@ibm.com,
 cn=Ragini Ravindrabhai Shah
SerialNumber: 25905272720900000000
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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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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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Digitally signed by Ragin Ravindrabhai
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DN: cn = Ragin, o = SSI, ou =
Swarinim, email = ragin@ssiu.ac.in,
c = IN, st = Gujarat, postalCode = 382005,
serialNumber = 05063272729666326,
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ANNEXURE A

DATE	July 19, 2021		
NAME	Patel Priyanka M	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.

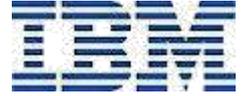
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



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ou = India, email = Ragini.Ravindrabhai@in.ibm.com,
c = IN, serial = 152445874BR_7229115
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[Signature]
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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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postalCode = 422005, email = ragin@swarnim.edu,
serialNumber = 1, cn = Ragin Ravindrahai
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Date: 2024.10.10 16:43:46 +05'30'



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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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postalCode=520008, email=RagimR@115542@555544
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serialNumber=144857484503176889631ee
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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 Medclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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 Medclaim Insurance Policy.



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ou = India, email = Ragin.Ravindrabhai@in.ibm.com,
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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.

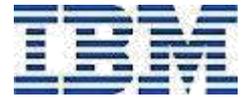
* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees


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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.

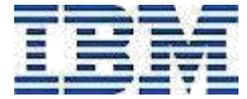
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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ou = SSIU, email = ragin@ssiu.ac.in,
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version = 1, uniqueIdentifier = 63447143262636367
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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.

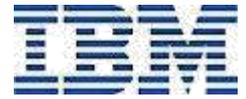
<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>


Training and Placement Cell



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DN: c=IN, o=Personnel, ou=HR, email=ragim@ibm.com, cn=Ragim Ravindrabhai
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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 Meet K

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.

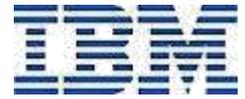
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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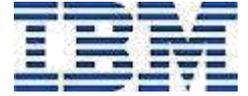
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- 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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email = ragin@ssiu.ac.in, c = IN,
serialNumber = 2024101916434640307
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ANNEXURE A

DATE	<i>July 19, 2021</i>		
NAME	<i>Patel Meet K</i>	BAND	<i>06G</i>
DESIGNATION	<i>Security Analyst</i>	LOCATION	<i>Bangalore</i>
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		<i>232264</i>	
2. Annual Flexible Benefit Plan (FBP)		<i>278716</i>	
3. Annual Reference Salary (ARS)		<i>510980</i>	
4. Retirals			
<i>a) Provident Fund (PF)</i>		<i>27872</i>	
<i>b) Gratuity @ 4.8%</i>		<i>11149</i>	
5. Annual Reference Salary + Retirals		<i>550000</i>	

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 Medclaim 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))

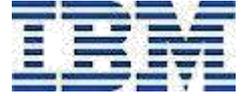
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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

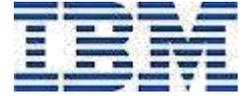
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Explanation of Compensation Components

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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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.

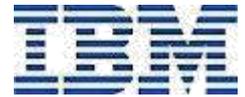
* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees


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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.

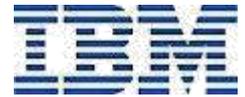
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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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 postalCode, cn=RaginRavi1954, email=ragin@ibm.com
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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.

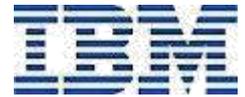
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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Reason: I have signed this message
with my personal key
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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.

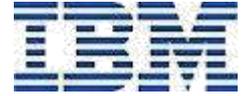
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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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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 Solanki Bhagya K

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.

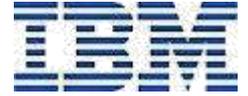
Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

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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 postalCode=52, email=ragini.1954@infosys.com,
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SerialNumber: 2020071616344714152620363807
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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.



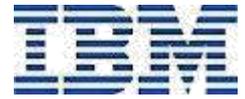
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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- 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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c = IN, serial = 105063257270904336,
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ANNEXURE A

DATE	<i>July 19, 2021</i>		
NAME	<i>Solanki Bhagya K</i>	BAND	<i>06G</i>
DESIGNATION	<i>Security Analyst</i>	LOCATION	<i>Bangalore</i>
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		<i>232264</i>	
2. Annual Flexible Benefit Plan (FBP)		<i>278716</i>	
3. Annual Reference Salary (ARS)		<i>510980</i>	
4. Retirals			
<i>a) Provident Fund (PF)</i>		<i>27872</i>	
<i>b) Gratuity @ 4.8%</i>		<i>11149</i>	
5. Annual Reference Salary + Retirals		<i>550000</i>	

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 Medclaim 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))

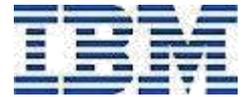
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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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 Medclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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 Medclaim Insurance Policy.


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ou = India, email = raginr@in.ibm.com,
c = IN
Reason: I am the signer of this document.
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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.

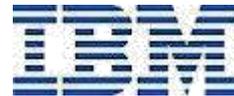
* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees


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postalCode = 522409, email = ragin@ssi.ac,
serialNumber = 1, cn = Ragin Ravindrabhai
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Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Solanki Bhagya K,

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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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.

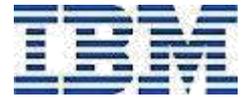
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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Swarinim, email = ragin@ssiu.ac.in,
c = IN
Reason: I am a Signing Authority
I am revoking this signature
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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.

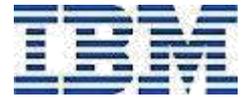
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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.



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = RaginRavindrabhai Shah, o = Swarnim Startup & Innovation Initiative, email = ragin@swarnim.com, c = IN
c = IN, o = Swarnim Startup & Innovation Initiative, email = ragin@swarnim.com, cn = Ragin Ravindrabhai Shah
Date: 2024.10.10 10:43:46 +05'30'





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 Meshwa B

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.

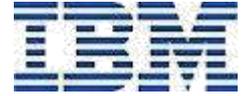
Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

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
Ravindraba
hai Shah

Digitally signed by Ragin Ravindraba
Shah
DN: c=IN, o=Personnel, ou=SSIS,
postalCode=520498, email=RaginR@115512@ssisb44
@ssisb44.com,
s=5.0.0, serial=74845031764809810ee
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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 Meshwa B

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



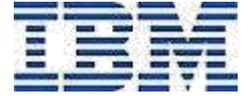
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@swarnim.ac,
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Training and Placement Cell



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.



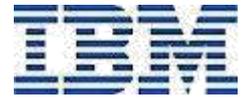
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Digitally signed by Ragini Ravindraba
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DN: cn = Ragini Ravindraba, o = IBM,
ou = India, email = ragini.ravindraba@in.ibm.com,
c = IN
Date: 2024.10.10 10:43:46 +05'30'

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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.

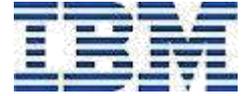
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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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DN: cn = Ragin, o = SSI,
ou = SSI, email = ragin@ssiu.ac.in,
c = IN, st = Gujarat, postalCode = 380015,
serialNumber = 024E9B011954205B44
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Training and Placement Cell



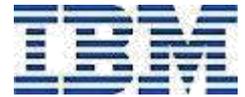
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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.*


Training and Placement Cell



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DN: c. IN, o. Personid, cn. 5555,
serialNumber.02ae98b11954e958b44
055e4d11cc
+5.5.0.1.744817484503176889x11ww
a6535a9f1403942aa49933c3564e4d
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serialNumber.029632f72709a533e
5a8e10f247163d41741526a0583b7
402648448b.csr:RaginiRavindrabhai
Shah
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ANNEXURE A

DATE	July 19, 2021		
NAME	Patel Meshwa B	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.

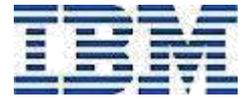
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



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DN: cn = Ragini Ravindrabhai Shah, o = Swarnim Startup & Innovation University, email = ragini@swarnim.edu.in, c = IN
c = IN, o = Swarnim Startup & Innovation University, email = ragini@swarnim.edu.in, cn = Ragini Ravindrabhai Shah
Date: 2021.07.19 16:43:46 +05'30'


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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

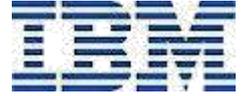
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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postalCode. 0240980119542058044
05100411000,
s. 5.5.0.0.74485748450207688901000,
serialNumber. 0240980119542058044
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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

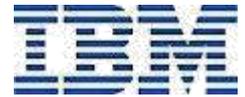
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DN: c=IN, o=Personnel, ou=SSIS,
postalAddress=024698671954245844
@swarnim.ac,
s=0, st=0, serialNumber=024698671954245844,
emailAddress=024698671954245844@swarnim.ac,
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Explanation of Compensation Components

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

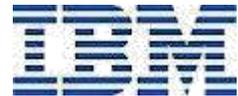
*For detailed information please refer to Company policies, which are subject to change from time to time.


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postalCode=520008, email=RagimR11554@5555ibm4
@5555ibm4.com,
serialNumber=144887484503176889631ee
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07931483, postalCode=580005,
st=Karnataka,
serialNumber=050632727299a5326
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Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Patel Meshwa B,

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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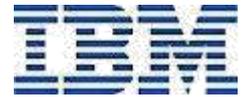


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 0791483.poc@ic.ac.in: 800015
 cn. Ragin,
 serialNumber. 050632727209aa336
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 Shah
 Date: 2021.07.19 16:43:46 +05'30'

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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.

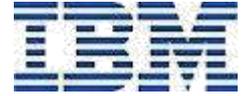
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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.

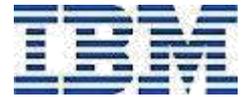
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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DN: cn = Ragin, o = SSIU,
ou = SSIU, email = ragin@ssiu.ac.in,
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uniqueIdentifier = 63c41741322a0638b7
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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.

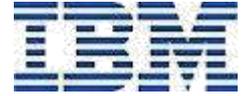
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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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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 Yadav Sachinbabu B

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



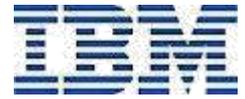
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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *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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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

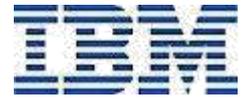
*For detailed information please refer to Company policies, which are subject to change from time to time.



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o=SSIS, ou=Personnel, postalCode=555555, cn=Ragim
Ravindrabhai Shah, email=Ragim.Ravindrabhai.Shah@ibm.com





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

By default, you will be enrolled in the Group Mediciam 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 Mediciam 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

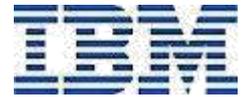
Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciam Insurance Policy.



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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

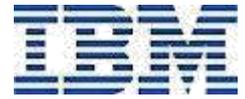


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 serialNumber = 1, cn = Ragin Ravindrabhai
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I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, 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.

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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.

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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.

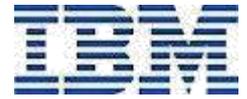
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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

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

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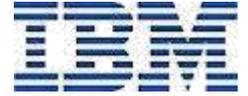
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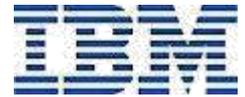
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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

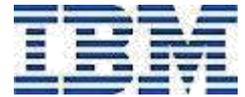
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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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DN: cn = Ragin, o = SSIU,
ou = SSIU, email = ragin@ssiu.ac.in,
c = IN, st = Gujarat, serialNumber = 024E9B011504058B44
055644F10E
c = IN, st = Gujarat, serialNumber = 024E9B011504058B44
055644F10E, email = ragin@ssiu.ac.in, o = SSIU,
ou = SSIU, cn = Ragin Ravindrabhai
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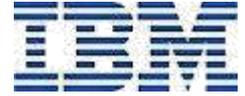
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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Digitally signed by Ragini Ravindrabhai Shah
DN: c=IN, o=Personnel, ou=5555,
postalCode=520008, email=Ragini1954@ibm.com,
serialNumber=024e98b11954e058b44
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ANNEXURE A

DATE	July 19, 2021		
NAME	Patel Shubh Pareshbhai	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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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DN: cn = Ragini Ravindrabhai, o = IBM,
ou = India, email = Ragini.Ravindrabhai@in.ibm.com,
c = IN, serial = 105052572720966326,
version = 3, uniqueIdentifier = 6324174152263636367
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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

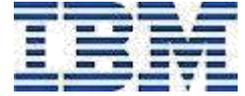
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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DN: c=IN, o=Swarnim Startup & Innovation University, ou=Swarnim Startup & Innovation University, email=Ragin.Ravindrahai.Shah@swarnim.edu.in, cn=Ragin Ravindrahai Shah



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

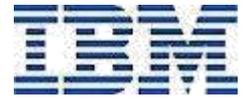
*For detailed information please refer to Company policies, which are subject to change from time to time.


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

By default, you will be enrolled in the Group Mediciam 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 Mediciam 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

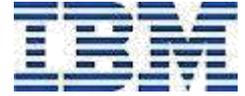
Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciam Insurance Policy.

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DN: cn = Ragin, o = IBM, email = ragin@in.ibm.com, c = IN, postalCode = 560001, serialNumber = 20241019104346463930
c = IN, postalCode = 560001, email = ragin@in.ibm.com, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.19.10:43:46 +05'30'



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.

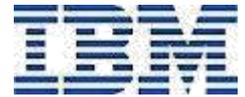
* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees


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hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c = IN, o = Personal, ou = SSI,
postalCode = 522409, email = ragin@ssi.ac,
serialNumber = 1, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 16:43:46 +05'30'



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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.

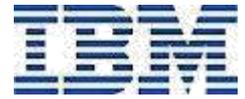
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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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Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Ragin, o = IIS, ou =
IIS, email = ragin@iis.ernet.in,
c = IN
Serial number: 2595257272956536
Date: 2024.10.10 16:43:46 +05'30'



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

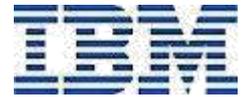


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c = IN, st = Gujarat, serial = 20241019164346-63730

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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.

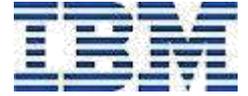
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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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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 Dhanani Abhishek 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.

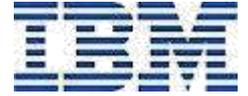
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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DN: c=IN, o=Personnel, ou=SSIS,
postalCode=522498, email=ragini@ibm.com,
serialNumber=1551,
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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 Dhanani Abhishek 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



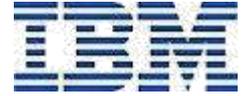
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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (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.



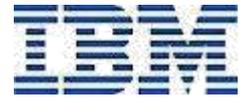
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ou = India, email = ragini@in.ibm.com,
c = IN
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Training and Placement Cell



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.

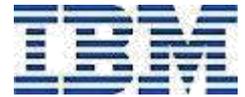
- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office 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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ANNEXURE A

DATE	July 19, 2021		
NAME	Dhanani Abhishek S	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.

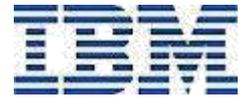
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



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ou = India, email = Ragini.Ravindrabhai@in.ibm.com,
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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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


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

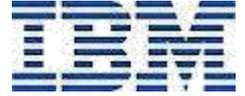
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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

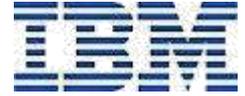

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

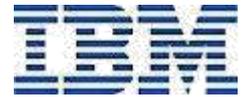
**For detailed information please refer to Company policies, which are subject to change from time to time.*


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

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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 Medclaim Insurance Policy.



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ou = India, email = ragimr@in.ibm.com,
c = IN
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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.

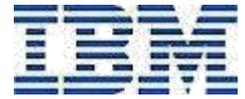
* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees


Training and Placement Cell



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DN: c = IN, o = Personal, ou = SSI, email =
ragin@ssu.ac.in, postalCode = 422005
serialNumber = 024E9B3119514958B4
0556441100
c = IN, o = Swarnim Startup & Innovation University,
ou = Swarnim Startup & Innovation University,
email = ragin@ssu.ac.in, postalCode = 422005
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postalCode = 422005
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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.

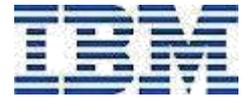
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Ragin, o = SSI, ou =
Swarinim, email = ragin@ssu.ac.in,
c = IN
Reason: I am the signer of this
document.
Unique Identifier: 202410191643464630
Date: 2024.10.19 16:43:46 +05'30'





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.

<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>

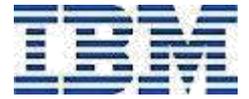

Training and Placement Cell



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DN: c=IN, o=Personnel, ou=HR, email=ragin@ibm.com, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

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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 Solanki Dipesh R

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.

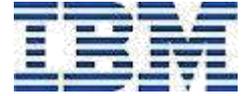
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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Digitally signed by Ragini Ravindrabhai Shah
DN: c=IN, o=Personnel, ou=5555,
 postalCode=522498, email=ragini@ibm.com,
 cn=Ragini Ravindrabhai Shah
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Training and Placement Cell



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.



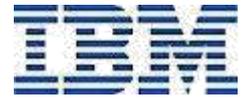
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ou = India, email = ragini.ravindraba@in.ibm.com,
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Training and Placement Cell



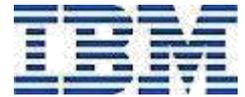
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- 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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email = ragin@ssiu.ac.in, c = IN,
serialNumber = 024E9B011504058B44
(f) See key for info on this certificate
a) Issued To: Ragin Ravindrabhai Shah
b) Issued By: SSIU
c) Issued On: 2024.03.19 10:43:46 +05'30'



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.

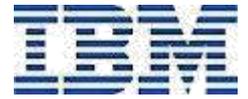
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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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Digitally signed by Ragin Ravindrabhai
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DN: cn = Ragin, o = SSIU,
ou = SSIU, email = Ragin.Ravindrabhai@ssiu.ac.in,
c = IN, st = Gujarat, postalCode = 389005,
serialNumber = 024E9B0119542E5B44
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a163529714687484503176489491ee
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serialNumber = 024E9B0119542E5B44
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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.

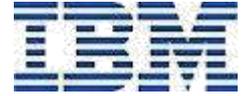
A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of 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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c = IN, o = Swarnim Startup & Innovation University, email = ragin@swarnim.edu.in, cn = Ragin Ravindrabhai Shah
Date: 2024.10.10 10:43:46 +05'30'



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ANNEXURE A

DATE	July 19, 2021		
NAME	Solanki Dipesh R	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.

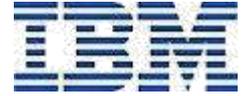
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



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DN: cn = Ragini Ravindrabhai, o = SWI,
ou = SWI, email = Ragini.Ravindrabhai@swi.edu.in,
c = IN, st = Karnataka, postalCode = 560075,
serialNumber = 1, version = 1,
reason = I have signed this message with my
personal key,
Date: 2021.07.19 10:43:46 +05'30'

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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

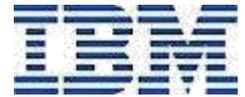
*For detailed information please refer to Company policies, which are subject to change from time to time.



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postalCode=520008, email=ragim@ibm.com,
serialNumber=1, cn=Ragim Ravindrabhai
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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 Medclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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

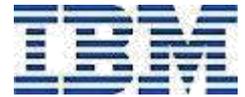
Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Medclaim Insurance Policy.



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ou = India, email = Ragin.Ravindrabhai@in.ibm.com,
c = IN,
serialNumber = 024E9B011954405B84
(0)www.ibm.com,
o = IBM, ou = India, email = Ragin.Ravindrabhai@in.ibm.com,
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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 Solanki Dipesh R,

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.

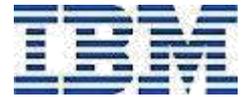
Signature.


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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.

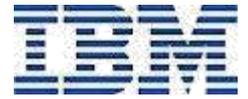
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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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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 Rutvikkumar K

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.

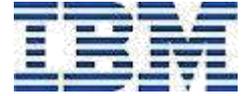
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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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.



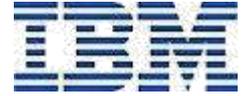
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ou = India, email = Ragini.Ravindrabhai@in.ibm.com,
c = IN,
serialNumber = 024E9B0119544058B44
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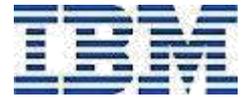
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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postalCode=520008, email=Ragin1954@ibm.com,
serialNumber=1, cn=Ragin Ravindrabhai
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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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ou = SSI, email = ragin@ssi.in,
c = IN, st = Gujarat, serial = 10503257270904326,
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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

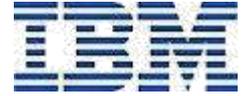
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

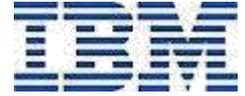
*For detailed information please refer to Company policies, which are subject to change from time to time.


Training and Placement Cell



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serialNumber=1, cn=RagimRavindrabhai
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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.

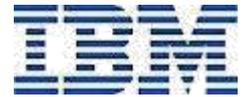
* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees


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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.

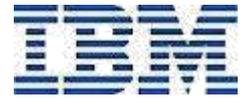
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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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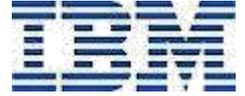
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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postalCode=520008, email=Ragin@ibm.com,
serialNumber=1, cn=Ragin Ravindrabhai
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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

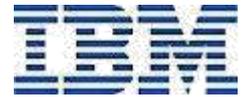
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Other Benefits- Additional Information*

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

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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 Medclaim Insurance Policy.



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algorithm which is based on RSA 1024 bit modulus and SHA1 hash
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Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Foram U. Jansari,

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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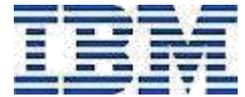


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records is within the state of California.

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.

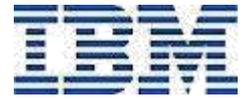
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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Reason: I am a Signer
Date: 2024.10.19 16:43:46 +05'30'





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 Bakrawala Usama

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.

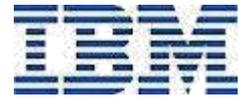
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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Digitally signed by Ragini Ravindraba
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 postalCode=52, email=Ragini.1954@ibm.com,
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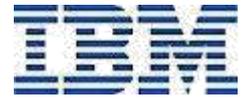
salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *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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- *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.*

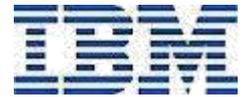
This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment 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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ou = SSI, email = Ragin@SSI,
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ANNEXURE A

DATE	July 19, 2021		
NAME	Bakrawala Usama	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.

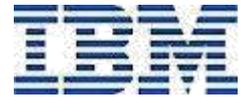
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



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ou = India, email = Ragini.Ravindrabhai@in.ibm.com,
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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

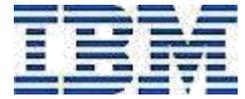
*For detailed information please refer to Company policies, which are subject to change from time to time.



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

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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

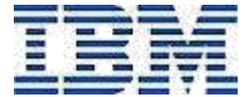
Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Medclaim Insurance Policy.



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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.

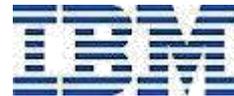
* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees



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Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Bakrawala Usama,

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.



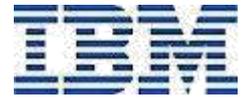
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Training and Placement Cell



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.

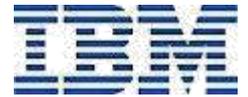
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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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 Devani Parth P

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.

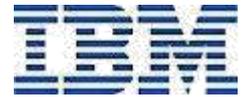
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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DN: c=IN, o=Personnel, ou=5505,
 postalCode=520498, email=ragini@ibm.com,
 cn=Ragini 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.

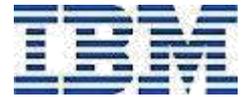
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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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ou = SSIU, email = Ragin@SSIU.ac.in,
c = IN, st = Gujarat, postalCode = 382005,
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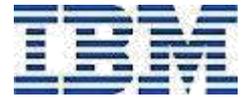


- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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	Devani Parth P	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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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ou = India, email = Ragini.Ravindrabhai@in.ibm.com,
c = IN, serial = 105052572709046326,
version = 1, uniqueIdentifier = 63447741522a3638b7
4076494486, uri = Ragini.Ravindrabhai@in.ibm.com,
Date: 2021.07.19 16:43:46 +05'30'





OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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

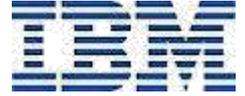
ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

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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postalCode=0240980119542058044
(f)Swarnim,
s=Swarnim, serial=7484503176889611ee
a6353a9f1463922a49933c3564c4d
0791448, postalCode=380005
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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

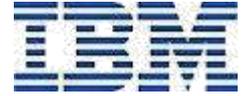
PRINTED NAME

DATE



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postalCode=522499, email=RaginRavindrabhai
@swarnim.ac.in,
serialNumber=144837484503176889411ee
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c7921483, postalCode=580005,
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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

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



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postalCode=520008, email=Ragin@ibm.com,
serialNumber=1, cn=Ragin Ravindrabhai
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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:

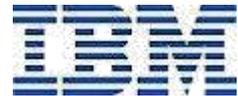
- a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under 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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 postalCode = 522408, email = ragimr@ssi
ssi.ac.in, serialNumber = 10503257270904326,
 cn = Ragim Ravindrabhai
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Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Devani Parth P,

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.


Training and Placement Cell

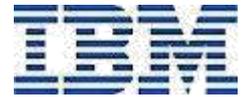


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postalCode=520498, email=RaginR@in.ibm.com,
serialNumber=1, cn=Ragin Ravindrabhai
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records is within the state of California.

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.

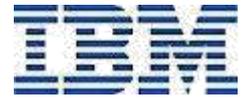
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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DN: cn = Ragin, o = SSI, ou =
Swarinim, email = ragin@ssiu.ac.in,
c = IN
Reason: I am the signer of this document.
MD5: 40111111111111111111111111111111
SHA-1: 40111111111111111111111111111111
Date: 2024.10.10 10:43:46 +05'30'





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 Poojan Navinbhai

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.

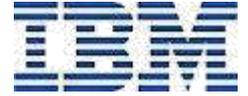
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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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 Poojan Navinbhai

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



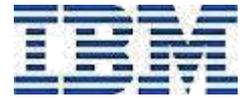
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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *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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ou = Swarnim, email = ragin@ssiu.ac.in,
c = IN, serial = 105052572709043106,
version = 3
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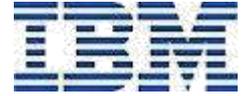
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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postalCode=520008, email=Ragin@ibm.com,
serialNumber=1, cn=Ragin Ravindrabhai
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postalCode=520008, email=Ragin@ibm.com,
serialNumber=1, cn=Ragin Ravindrabhai
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Date: 2024.10.10 10:43:46 +05'30'



IBM CONFIDENTIAL

ANNEXURE A

DATE	July 19, 2021		
NAME	Patel Poojan Navinbhai	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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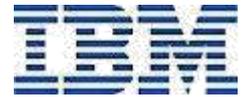
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



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ou = India, email = Ragim.Ravindrabhai@in.ibm.com,
c = IN
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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

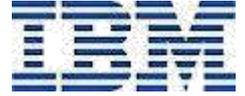
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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.)


Training and Placement Cell



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postalCode. 024698011954295844
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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

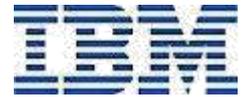


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Training and Placement Cell



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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

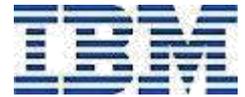
*For detailed information please refer to Company policies, which are subject to change from time to time.



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Training and Placement Cell



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

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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 Medclaim 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 Poojan Navinbhai,

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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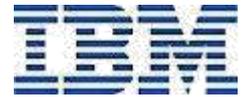


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IBM CONFIDENTIAL

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.

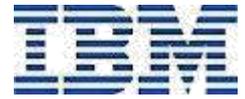
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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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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.

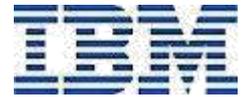
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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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c = IN, st = Gujarat, postalCode = 382005
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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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ANNEXURE A

DATE	July 19, 2021		
NAME	Soni Lay Mahesh	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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))

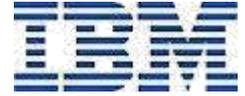
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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s=0246986711954245844@swarnim.ac,
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emailAddress=ragin@swarnim.ac,
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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

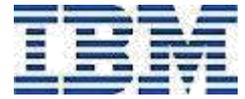
*For detailed information please refer to Company policies, which are subject to change from time to time.


Training and Placement Cell



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postalCode=520008, email=Ragim11954@5555ibm4
@swarnim.ac,
serialNumber=144887484503176889631ee
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IBM CONFIDENTIAL

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

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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 Medclaim Insurance Policy.

Training and Placement Cell



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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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postalAddress=024698671954245844
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Training and Placement Cell



Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Soni Lay Mahesh,

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.



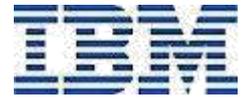
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Training and Placement Cell



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 Gajjar Saumya D

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



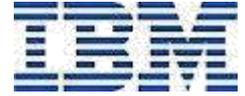
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Training and Placement Cell



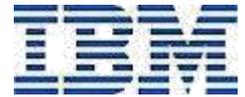
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- 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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ANNEXURE A

DATE	July 19, 2021		
NAME	Gajjar Saumya D	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.



Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai
Shah
DN: cn = Ragini Ravindrabhai, o = IBM,
ou = India, email = ragini@in.ibm.com,
c = IN, serial = 152445874BR_7229129
Date: 2021.07.19 16:43:46 +05'30'



OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

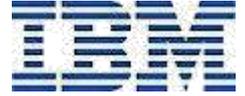
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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.)


Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c. IN, o. Personel, ou. 5555,
postalCode. 024098011954245844
0556441100,
s. 5.5.0, cn. 744817484503176889611ee
a6535a9f1463942aa49933c584e4d
0791485, postalCode. 800015
c. Kujarat,
serialNumber. 05063272709aa326
3a8a107a77163a4174152ca3638b7
407648448c, cn. Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:43:46 +05'30'



SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

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

SIGNATURE

PRINTED NAME

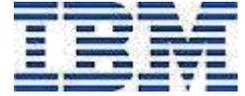
DATE


Training and Placement Cell



Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c = IN, o = Swarnim, ou = SIOS,
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07931485, postalCode = 380015,
st = Gujarat,
serialNumber = 05063272709aa326,
uniqueIdentifier = 63c4f741352ca363b37
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Shah
Date: 2024.03.19 16:43:46 +05'30'



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

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


Training and Placement Cell



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Ravindrab
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DN: c=IN, o=Personnel, ou=5555, postalCode=520000, email=ragim@ibm.com, serialNumber=105632727209063206, cn=Ragim Ravindrabhai Shah
Date: 2024.10.10 16:43:46 +05'30'



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.

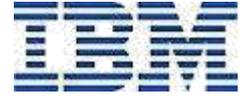
* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees


Training and Placement Cell



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DN: c = IN, o = Personal, ou = SSI, postalCode = 024000, email = ragin@ssiu.ac.in, serialNumber = 024000, cn = Ragin Ravindrabhai
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Date: 2024.10.10 16:43:46 +05'30'



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 Pathan MHD Suhail Z

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.

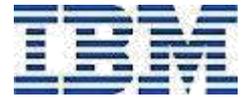
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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Digitally signed by Ragini Ravindrabhai
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DN: c=IN, o=Personnel, ou=5505,
 postalCode=560045, email=ragini@in.ibm.com,
 cn=Ragini Ravindrabhai Shah
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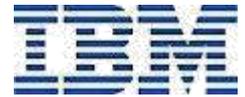
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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Training and Placement Cell



OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

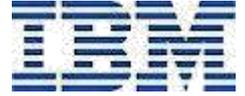
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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Digitally signed by Ragin Ravindrahai
Shah
DN: c=IN, o=Personnel, ou=ISA,
postalCode=220408, email=RaginR@in.ibm.com,
serialNumber=024898711954245844
c=IN, o=IBM, ou=India, email=RaginR@in.ibm.com,
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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

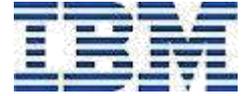


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Training and Placement Cell



IBM CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

*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



Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Pathan MHD Suhail Z,

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.



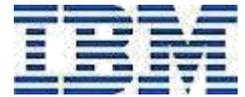
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0791448, postalCode. 380005
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serialNumber. 05063272709aa336
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Training and Placement Cell



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.

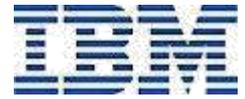
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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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ou = SSI, email = Ragin@ssi.in,
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Reason: I am the signer of this document.
Serial Number: 2595257272954336
SHA-1 Digest: 6344741522a0583b7
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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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Training and Placement Cell



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.

<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>



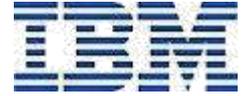
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July 19, 2021

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 Bhargav P

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.

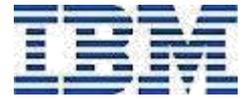
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



Ragini
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hai Shah

Digitally signed by Ragini Ravindraba
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DN: c. IN, o. Infosys, ou. 5555,
 postalCode=52, email=ragini.1954@infosys.com,
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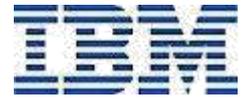
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- 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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Training and Placement Cell



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ANNEXURE A

DATE	July 19, 2021		
NAME	Patel Bhargav P	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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 Medclaim 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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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

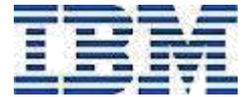
*For detailed information please refer to Company policies, which are subject to change from time to time.


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

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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 Medclaim 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 Bhargav P,

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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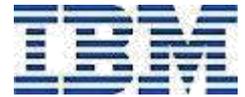


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ANNEXURE B – NON-DISCLOSURE AGREEMENT

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.

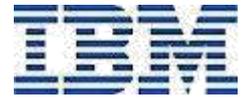
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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.

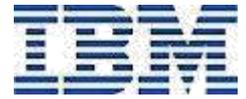
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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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 Panchal Nirmal

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.

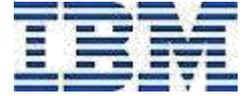
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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Digitally signed by Ragini Ravindraba
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 postalCode=5224988, email=Ragini1954@ibm.com,
 cn=Ragini Ravindraba
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Training and Placement Cell



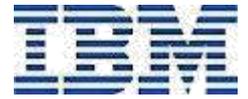
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- 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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Digitally signed by Ragin Ravindrabhai
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DN: cn = Ragin, o = SSI, c = IN,
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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.

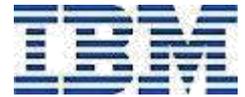
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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 Medclaim 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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ou = Swarnim, email = RaginRavindrabhai@swarnim.edu.in, c = IN
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Training and Placement Cell



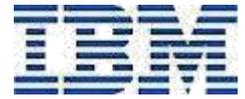
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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postalCode=520009, email=Ragin1954@ibm.com,
serialNumber=20241019164346-65730
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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.*

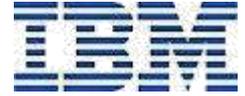
This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment 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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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

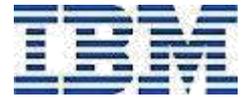
*For detailed information please refer to Company policies, which are subject to change from time to time.


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serialNumber=1, cn=RagimR
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serialNumber=1, cn=RagimR
c=IN, o=Personnel, ou=5555,
postalCode=520008, email=RagimR@115542@555544,
serialNumber=1, cn=RagimR



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

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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.

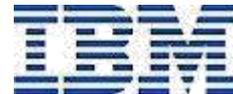
Domiciliary Benefit

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 Medclaim Insurance Policy.



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ou = India, email = Ragin.Ravindrabhai@in.ibm.com,
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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.

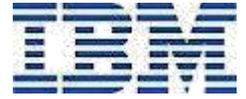
* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees


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Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Panchal Nirmal,

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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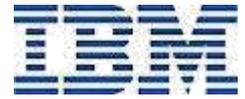


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serialNumber=1545424503176480931,
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records is within the state of California.

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

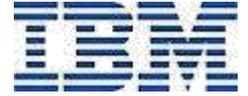


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July 19, 2021

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 Bhavsar Jeet R

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.

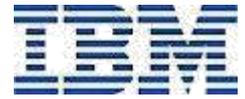
Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

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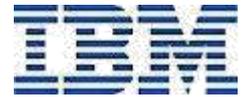
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- 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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serialNumber.1.2.3.4.5.6.7.8.9.10.11.12.13.14.15.16.17.18.19.20.21.22.23.24.25.26.27.28.29.30.31.32.33.34.35.36.37.38.39.40.41.42.43.44.45.46.47.48.49.50.51.52.53.54.55.56.57.58.59.60.61.62.63.64.65.66.67.68.69.70.71.72.73.74.75.76.77.78.79.80.81.82.83.84.85.86.87.88.89.90.91.92.93.94.95.96.97.98.99.100.101.102.103.104.105.106.107.108.109.110.111.112.113.114.115.116.117.118.119.120.121.122.123.124.125.126.127.128.129.130.131.132.133.134.135.136.137.138.139.140.141.142.143.144.145.146.147.148.149.150.151.152.153.154.155.156.157.158.159.160.161.162.163.164.165.166.167.168.169.170.171.172.173.174.175.176.177.178.179.180.181.182.183.184.185.186.187.188.189.190.191.192.193.194.195.196.197.198.199.200.201.202.203.204.205.206.207.208.209.210.211.212.213.214.215.216.217.218.219.220.221.222.223.224.225.226.227.228.229.230.231.232.233.234.235.236.237.238.239.240.241.242.243.244.245.246.247.248.249.250.251.252.253.254.255.256.257.258.259.260.261.262.263.264.265.266.267.268.269.270.271.272.273.274.275.276.277.278.279.280.281.282.283.284.285.286.287.288.289.290.291.292.293.294.295.296.297.298.299.300.301.302.303.304.305.306.307.308.309.310.311.312.313.314.315.316.317.318.319.320.321.322.323.324.325.326.327.328.329.330.331.332.333.334.335.336.337.338.339.340.341.342.343.344.345.346.347.348.349.350.351.352.353.354.355.356.357.358.359.360.361.362.363.364.365.366.367.368.369.370.371.372.373.374.375.376.377.378.379.380.381.382.383.384.385.386.387.388.389.390.391.392.393.394.395.396.397.398.399.400.401.402.403.404.405.406.407.408.409.410.411.412.413.414.415.416.417.418.419.420.421.422.423.424.425.426.427.428.429.430.431.432.433.434.435.436.437.438.439.440.441.442.443.444.445.446.447.448.449.450.451.452.453.454.455.456.457.458.459.460.461.462.463.464.465.466.467.468.469.470.471.472.473.474.475.476.477.478.479.480.481.482.483.484.485.486.487.488.489.490.491.492.493.494.495.496.497.498.499.500.501.502.503.504.505.506.507.508.509.510.511.512.513.514.515.516.517.518.519.520.521.522.523.524.525.526.527.528.529.530.531.532.533.534.535.536.537.538.539.540.541.542.543.544.545.546.547.548.549.550.551.552.553.554.555.556.557.558.559.560.561.562.563.564.565.566.567.568.569.570.571.572.573.574.575.576.577.578.579.580.581.582.583.584.585.586.587.588.589.590.591.592.593.594.595.596.597.598.599.600.601.602.603.604.605.606.607.608.609.610.611.612.613.614.615.616.617.618.619.620.621.622.623.624.625.626.627.628.629.630.631.632.633.634.635.636.637.638.639.640.641.642.643.644.645.646.647.648.649.650.651.652.653.654.655.656.657.658.659.660.661.662.663.664.665.666.667.668.669.670.671.672.673.674.675.676.677.678.679.680.681.682.683.684.685.686.687.688.689.690.691.692.693.694.695.696.697.698.699.700.701.702.703.704.705.706.707.708.709.710.711.712.713.714.715.716.717.718.719.720.721.722.723.724.725.726.727.728.729.730.731.732.733.734.735.736.737.738.739.740.741.742.743.744.745.746.747.748.749.750.751.752.753.754.755.756.757.758.759.760.761.762.763.764.765.766.767.768.769.770.771.772.773.774.775.776.777.778.779.780.781.782.783.784.785.786.787.788.789.790.791.792.793.794.795.796.797.798.799.800.801.802.803.804.805.806.807.808.809.810.811.812.813.814.815.816.817.818.819.820.821.822.823.824.825.826.827.828.829.830.831.832.833.834.835.836.837.838.839.840.841.842.843.844.845.846.847.848.849.850.851.852.853.854.855.856.857.858.859.860.861.862.863.864.865.866.867.868.869.870.871.872.873.874.875.876.877.878.879.880.881.882.883.884.885.886.887.888.889.890.891.892.893.894.895.896.897.898.899.900.901.902.903.904.905.906.907.908.909.910.911.912.913.914.915.916.917.918.919.920.921.922.923.924.925.926.927.928.929.930.931.932.933.934.935.936.937.938.939.940.941.942.943.944.945.946.947.948.949.950.951.952.953.954.955.956.957.958.959.960.961.962.963.964.965.966.967.968.969.970.971.972.973.974.975.976.977.978.979.980.981.982.983.984.985.986.987.988.989.990.991.992.993.994.995.996.997.998.999.1000.1001.1002.1003.1004.1005.1006.1007.1008.1009.1010.1011.1012.1013.1014.1015.1016.1017.1018.1019.1020.1021.1022.1023.1024.1025.1026.1027.1028.1029.1030.1031.1032.1033.1034.1035.1036.1037.1038.1039.1040.1041.1042.1043.1044.1045.1046.1047.1048.1049.1050.1051.1052.1053.1054.1055.1056.1057.1058.1059.1060.1061.1062.1063.1064.1065.1066.1067.1068.1069.1070.1071.1072.1073.1074.1075.1076.1077.1078.1079.1080.1081.1082.1083.1084.1085.1086.1087.1088.1089.1090.1091.1092.1093.1094.1095.1096.1097.1098.1099.1100.1101.1102.1103.1104.1105.1106.1107.1108.1109.1110.1111.1112.1113.1114.1115.1116.1117.1118.1119.1120.1121.1122.1123.1124.1125.1126.1127.1128.1129.1130.1131.1132.1133.1134.1135.1136.1137.1138.1139.1140.1141.1142.1143.1144.1145.1146.1147.1148.1149.1150.1151.1152.1153.1154.1155.1156.1157.1158.1159.1160.1161.1162.1163.1164.1165.1166.1167.1168.1169.1170.1171.1172.1173.1174.1175.1176.1177.1178.1179.1180.1181.1182.1183.1184.1185.1186.1187.1188.1189.1190.1191.1192.1193.1194.1195.1196.1197.1198.1199.1200.1201.1202.1203.1204.1205.1206.1207.1208.1209.1210.1211.1212.1213.1214.1215.1216.1217.1218.1219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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.*



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Ragin, o = SSIU,
ou = SSIU, email = Ragin@SSIU.ac.in,
c = IN, serial = 105063272709046336,
version = 1, uniqueIdentifier = 407644448c,
emailAddress = Ragin@SSIU.ac.in,
Date: 2024.10.10 10:43:46 +05'30'



IBM CONFIDENTIAL

ANNEXURE A

DATE	<i>July 19, 2021</i>		
NAME	<i>Bhavsar Jeet R</i>	BAND	<i>06G</i>
DESIGNATION	<i>Security Analyst</i>	LOCATION	<i>Bangalore</i>
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		<i>232264</i>	
2. Annual Flexible Benefit Plan (FBP)		<i>278716</i>	
3. Annual Reference Salary (ARS)		<i>510980</i>	
4. Retirals			
<i>a) Provident Fund (PF)</i>		<i>27872</i>	
<i>b) Gratuity @ 4.8%</i>		<i>11149</i>	
5. Annual Reference Salary + Retirals		<i>550000</i>	

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.

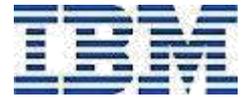
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = RaginRavindrabhai Shah, o = IBM, ou = India, email = raginr@in.ibm.com, c = IN
c = IN, o = IBM, ou = India, email = raginr@in.ibm.com, cn = Ragin Ravindrabhai Shah





OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

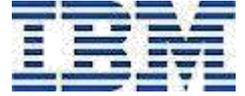
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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.)



Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai
Shah
DN: c. IN, o. Personel, ou. 5555,
postalCode. 024698011954245844
0556441100,
s. 5.5.0, cn. 74485748450317688961100,
emailAddress. 06032004993373564640
0791485.poc@ic.ac.in, c. 880055
01-000000
serialNumber. 050632727090000000
3400107477163047741352000000007
0270044400, cn. Ragini Ravindrabhai
Shah
Date: 2024.10.10 10:43:46 +05'30'





SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

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

SIGNATURE

PRINTED NAME

DATE

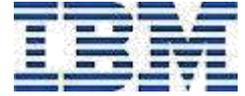


Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c=IN, o=Personnel, ou=SSIS,
postalAddress=0246986711552495844
@swarnim.ac,
s=0246986711552495844@swarnim.ac,
emailAddress=0246986711552495844@
swarnim.ac, postalCode=380005,
st=Gujarat,
serialNumber=0246986711552495844,
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Training and Placement Cell



IBM CONFIDENTIAL

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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Ravindrab
hai Shah

Digitally signed by Ragim Ravindrabhai
Shah
DN: c=IN, o=Personnel, ou=5555,
postalCode=520008, email=Ragim@1954@555544
@555544.com,
serialNumber=144887484503176889631ee
a6353a9f1463942aa49533c356a4c40
0701448, postalCode=580005,
st=Karnataka,
serialNumber=05063272709a530c
3a6a105a77163a41741526a363a07
0236344408, cn=Ragim Ravindrabhai
Shah
Date: 2024.10.10 10:43:46 +05'30'





Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Bhavsar Jeet R,

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.



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c. IN, o. Personal, ou. SSI, postalCode. 024988011954958844
(0) email. ragin@in.ibm.com
c. IN, o. Personal, ou. SSI, postalCode. 024988011954958844
(0) email. ragin@in.ibm.com
c. IN, o. Personal, ou. SSI, postalCode. 024988011954958844
(0) email. ragin@in.ibm.com
Date: 2021.07.19 16:43:46 +05'30'

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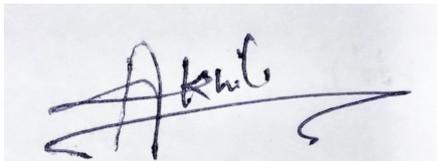
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Training and Placement Cell

7. During your initial 6 months' probation period, you will be entitled for 6 Casual leaves. In the first year of service post your probation period, you are entitled for 12 days leave (Casual leaves and Sick leaves with medical certificate). Starting from second year of service, standard leave policy will apply and any leaves which are not availed in the last 18 months will laps.
8. Once you complete 6 months, you will be a full-time employee of Covalensedigital purely based on your performance and will be eligible for the benefits applicable for full time employees.
9. Please note that during the tenure of your work with Covalense Digital Solutions Private Limited in India, you may also be relocated to any place in India or outside India and as such you may at any time be Transferred / Seconded to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office is subsidiary, associate or the organization is in existence today or is to be setup hereafter.
10. You will be covered under Employee State Insurance Scheme of India.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited



Akhil Kittur
Assistant Manager - HR

Signature of Employee



Ragim
Ravindrab
hai Shah

Digitally signed by Ragim Raviindrabha
Shah
DN: cn = Ragim Raviindrabha, o = Covalense Digital Solutions Private Limited, ou = HR, email = ragim@covalensedigital.com, c = IN

Annexure- A

Name	Rahul Tiwari	
Designation	Trainee Software Engineer	
Department	Integrations	
Date of Joining	1st July 2020	
Salary Structure:	Monthly (INR)	Annual (INR)
Basic	10,000.00	1,20,000.00
House Rent Allowance (HRA)	4,000.00	48,000.00
Special Allowance	8,719.00	1,04,628.00
GROSS SALARY (A)	22,719.00	2,72,628.00

Covalensedigital Contributions:		
Employer Provident Fund	1,800.00	21,600.00
Gratuity	481.00	5,772.00
Total Contributions (B)	2,281.00	27,372.00

Cost to The Company(C) - (A+B)		3,00,000.00
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More information on the benefits and allowances:

Provident Fund:

Under Provident Fund Scheme, employer will contribute 12% on 15000/ basic plus special allowances whichever is less or equivalent to employee contribution, whichever is lower, in addition to the employee contribution. Both Employer and Employee contributions are part of Total CTC.

Gratuity:

Gratuity is a part of the total CTC. Benefits from the Gratuity contributions is available only on completion of 5 years continuous service with the Covalensedigital.

Health Insurance:

Covalensedigital covers its employees under Group Health Scheme for the benefit of the employee. This coverage includes employee, Spouse and 2 Children. The health insurance would be provided at no cost to the employee.

Term Life Insurance:

Covalensedigital covers its employees under a Term Insurance scheme which covers an unfortunate demise (Natural/Accidental) of an Employee and the coverage is up to 100% of Sum Insured. The Term Life Insurance is provided at no cost to the employee.



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 Ravindrab
 hai Shah

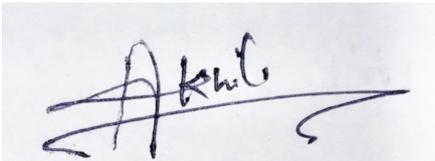
Digitally signed by Ragun Rounadaha
 DN: cn=Ragun Rounadaha, o=Covalensedigital, ou=Covalensedigital, email=ragun@covalensedigital.com, c=IN
 Date: 2020.07.01 10:00:00 +05'30'

(Signature)
Training and Placement Cell

7. During your initial 6 months' probation period, you will be entitled for 6 Casual leaves. In the first year of service post your probation period, you are entitled for 12 days leave (Casual leaves and Sick leaves with medical certificate). Starting from second year of service, standard leave policy will apply and any leaves which are not availed in the last 18 months will laps.
8. Once you complete 6 months, you will be a full-time employee of Covalensedigital purely based on your performance and will be eligible for the benefits applicable for full time employees.
9. Please note that during the tenure of your work with Covalense Digital Solutions Private Limited in India, you may also be relocated to any place in India or outside India and as such you may at any time be Transferred / Seconded to any of the offices of the Company, its associates, organizations with whom the Company has transactions, whether the office is subsidiary, associate or the organization is in existence today or is to be setup hereafter.
10. You will be covered under Employee State Insurance Scheme of India.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited



Akhil Kittur
Assistant Manager - HR

Signature of Employee



Ragun
Ravindrab
hai Shah

Digitally signed by Ragun Raviindrabha
Shah
DN: cn=Ragun Raviindrabha, o=Covalense
Digital Solutions Private Limited, ou=HR,
email=Ragun.Raviindrabha@covalensedigital.com,
c=IN

Confidential

Date: 23rd Dec 2020

Tomar Sanjay Narayansingh,

Dear Sanjay,

Subject: Trainee Software Developer Appointment Letter

Congratulations on your selection for **Trainee Software Developer** position at **Covalense Digital Solutions Private Ltd.** You are requested to join **Covalensedigital** on 1st July 2021 at our Bangalore Office. Please report at the office by 10:30 AM.

By accepting this appointment letter, you agree to the following initial terms & conditions. Please confirm your acceptance through email or in writing, within 3 working days from the date of receipt of this letter.

1. There will be a 6-month Training period, during which your role will be **“Trainee Software Developer”**. Your total cost to the company shall be **Rs.3,00,000.00/- (Rupees Three Lakh Only)** for 12 months.
2. The details of your compensation are given at the end of this letter. Your performance will be continuously assessed during the probation period. Based on your satisfactory performance, your appointment as **“Trainee Software Developer”** will be confirmed effective 01st Jan 2021.
3. Your performance only will be assessed at the end of 6th month (Jan 2022). 12th month (July 2022) and thereafter once every 12 months assessments will be used to revise your compensation structure and role.
4. Your compensation package starting 1st July 2021 will be 3 LPA (Cost To Company). Any change in Compensation and role/designation indicated in clause 3 above will be purely based on your Performance.
5. You will be required to sign an agreement to confirm your willingness to get trained for a period of 6 months with a stipulation that you should work for Covalensedigital for a minimum period of 2 years from the date of completion of the initial 6 months training. This period will be termed as **“Compulsory Period”**.
6. Covalensedigital reserves the right to terminate your training and remove you from the position if your performance is found unsatisfactory or if you are found violating the terms of the agreement you have executed.


Training and Placement Cell



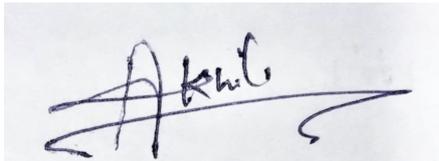
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Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai Shah
DN: c=IN, o=Personnel, ou=HR, email=ragini@covalensedigital.com, cn=Ragini Ravindrabhai Shah
Date: 2020.12.23 10:30:00 +0530
Reason: I am the author

7. During your initial 6 months' probation period, you will be entitled for 6 Casual leaves. In the first year of service post your probation period, you are entitled for 12 days leave (Casual leaves and Sick leaves with medical certificate). Starting from second year of service, standard leave policy will apply and any leaves which are not availed in the last 18 months will laps.
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10. You will be covered under Employee State Insurance Scheme of India.

We wish you a successful career with Covalensedigital. You may contact the undersigned for any queries.

Yours Truly
For Covalense Digital Solutions Private Limited



Akhil Kittur
Assistant Manager - HR

Signature of Employee



Ragim
Ravindrab
hai Shah

Digitally signed by Ragim Raviindrabha
Shah
DN: cn = Ragim Raviindrabha, o = Swarnim
Startup & Innovation University, email =
ragim@swarnim.edu.in, c = IN
Date: 2024.08.13 10:00:00 +05'30'

SPR

Human Capital Solutions



Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you. We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association. We wish you all the best in your career.

NOTE: THIS OFFER LETTER IS VALID IF YOU QUALIFIED IN MEDICAL TEST ONLY.

If you have any query, please do not hesitate to call.

Please mail or fax your signed copy to the attention of Human Resources at the address on the offer letter.

Yours sincerely,



M.Jyoshna
Human Resources

Declaration

I have read, understood and have been explained in detail the above terms and conditions of employment and am accepting the same. I agree to abide by the terms and conditions of employment.

Agreed and Accepted:


Training and Placement Cell

Signature

Date

Ragin
Ravindrabhai
Shah

Plot No: 42, Ecil x Roads, Secunderabad-500062, Contact no: 9347163827, 9346683258

Visit: www.sprhumancapitalsolutions.com, Email: hr@sprhumancapitalsolutions.com

Signature: 9346683258
Date: 2024-10-10 10:45:46 -05'30'





Feenixtech India



Dear Unnat Shaileshbhai Upadhyay

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be August 3, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on August 3. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allowed to travel all regions and foreign Hr panel meetings basis of company instruction.

Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 90 days after your start date. Team Manager is your reporting Person.

The main role of a Trainee is to gain experience of all aspects of their selected career. These people can learn all required skills for their future jobs by doing different real work duties. For example, HR trainees help to induct new members to a company and discuss human resources issues with departmental representatives.

Trainees usually perform many of the following tasks:

- Completing all assigned tasks and assisting with day-to-day operations.
- Participating in meetings, workshops, and other learning opportunities.


Training and Placement Cell

Ragin
Ravindrabharadharan
+919384888140

Digitally signed by Ragin Ravindrabharadharan
DN: c=IN, o=Personal, ou=SCS, postalCode=520001, email=Ragin.Ravindrabharadharan@feenixtechindia.com, cn=Ragin Ravindrabharadharan
Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai





Feenixtech India



Dear Solanki Nisarg Rajnikant

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be August 3, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on August 3. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allowed to travel all regions and foreign Hr panel meetings basis of company instruction.

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- Participating in meetings, workshops, and other learning opportunities.


Training and Placement Cell

Ragin
Ravindrabharadharan
+919384888140

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DN: cn=Ragin Ravindrabharadharan, o=Feenixtech India, ou=HR, email=ragin@feenixtechindia.com, c=IN
c=IN, o=Feenixtech India, ou=HR, email=ragin@feenixtechindia.com, cn=Ragin Ravindrabharadharan
Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai



February 15, 2021

Mr. Smit

Dear Mr. Smit,

I am very pleased to extend the following offer of employment as **Customer Service Trainee, Gensuite Software Systems & Services (GSSS) Private Limited** based in Bangalore, India. You will be under probation for a period of six months from the date of your joining. Your employment with GSSS will be confirmed based on successful completion of your probationary period and your performance during the said period.

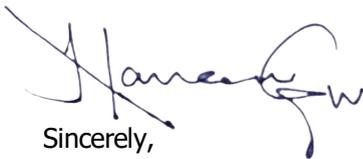
In this role, you will work with Subscriber Services & Delivery team to provide on-going functional & application support to business users of Gensuite applications, provide user training & develop detailed application documentation, liaison with product developers to ensure technical compatibility & user satisfaction.

Your compensation and benefits package through GSSS will be as described in the attached ANNEXURE, with an annual total cost to company of Rs. 2,40,000/- and start date of **22nd February 2021**.

This offer is contingent upon:

- (1) Receipt of an email response indicating your formal acceptance of this offer before the close of business on **17th February 2021**.
- (2) Successful background check and employment eligibility verification to be conducted by the Company's representative with your authorization.
- (3) Signed acceptance on/before the start date of GSSS' Intellectual Property and Confidentiality Employee Agreement.

We look forward to your joining our Company and are confident that your background and interests will help us to continue to meet our customers' needs, to grow Gensuite, and enable you to build a rewarding and dynamic career.



Sincerely,
Naveen G V
Managing Director
naveen.gv@gensuitelc.com
Work: +91.80.67659999
Mobile: +91.9900200099



(Continued on page 2)

Mr. Smit
February 15, 2021

ANNEXURE

	Monthly (in Rs.)	Yearly (in Rs.)
Salary: Cost to Company	20,000	2,40,000
<u>Fixed Components</u>		
Basic	11,000	1,32,000
Conveyance	1,600	19,200
<u>Flexible Components</u>		
HRA	3,200	38,400
Medical	500	6,000
Special Allowance	2,125	25,500
<u>Retirals</u>		
Provident Fund	1,575	18,900
Total CTC	20,000	2,40,000

Notes

1. Hospitalization insurance for self and immediate family (i.e., spouse and children) up to Rs. 2,00,000 per family per year.
2. Life insurance benefit of Rs.5,00,000.
3. Gratuity @15 days salary for every completed year of service, on completion of 5 years of service (or as per Government regulations)
4. During your probationary period, you will be eligible to avail 1 day leave for every month of service completed.


Training and Placement Cell

February 15, 2021

Mr. Manthan

Dear Mr. Manthan,

I am very pleased to extend the following offer of employment as **Customer Service Trainee, Gensuite Software Systems & Services (GSSS) Private Limited** based in Bangalore, India. You will be under probation for a period of six months from the date of your joining. Your employment with GSSS will be confirmed based on successful completion of your probationary period and your performance during the said period.

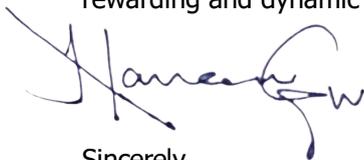
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- (2) Successful background check and employment eligibility verification to be conducted by the Company's representative with your authorization.
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We look forward to your joining our Company and are confident that your background and interests will help us to continue to meet our customers' needs, to grow Gensuite, and enable you to build a rewarding and dynamic career.



Sincerely,
Naveen G V
Managing Director
naveen.gv@gensuitelc.com
Work: +91.80.67659999
Mobile: +91.9900200099

(Continued on page 2)


Training and Placement Cell

Mr. Manthan
February 15, 2021

ANNEXURE

	Monthly (in Rs.)	Yearly (in Rs.)
Salary: Cost to Company	20,000	2,40,000
<u>Fixed Components</u>		
Basic	11,000	1,32,000
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<u>Flexible Components</u>		
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<u>Retirals</u>		
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Total CTC	20,000	2,40,000

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3. Gratuity @15 days salary for every completed year of service, on completion of 5 years of service (or as per Government regulations)
4. During your probationary period, you will be eligible to avail 1 day leave for every month of service completed.


Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin, o=Gensuite, ou=HR, email=Ragin.Ravindrabhai.Shah@gensuite.com, c=IN
c=IN, o=Gensuite, ou=HR, email=Ragin.Ravindrabhai.Shah@gensuite.com, cn=Ragin

Mr. Prayag
February 15, 2021

ANNEXURE

	Monthly (in Rs.)	Yearly (in Rs.)
Salary: Cost to Company	20,000	2,40,000
<u>Fixed Components</u>		
Basic	11,000	1,32,000
Conveyance	1,600	19,200
<u>Flexible Components</u>		
HRA	3,200	38,400
Medical	500	6,000
Special Allowance	2,125	25,500
<u>Retirals</u>		
Provident Fund	1,575	18,900
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Training and Placement Cell



Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai Shah
DN: cn=Ragini Ravindrabhai Shah, o=Gensuite, ou=HR, email=Ragini.Ravindrabhai.Shah@gensuite.com, c=IN
[Signature]



Feenixtech India



Dear Patel Harsh Rajnikant

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be August 3, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on August 3. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allowed to travel all regions and foreign Hr panel meetings basis of company instruction.

Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 90 days after your start date. Team Manager is your reporting Person.

The main role of a Trainee is to gain experience of all aspects of their selected career. These people can learn all required skills for their future jobs by doing different real work duties. For example, HR trainees help to induct new members to a company and discuss human resources issues with departmental representatives.


Training and Placement Cell

Trainees usually perform many of the following tasks:

- Completing all assigned tasks and assisting with day-to-day operations.
- Participating in meetings, workshops, and other learning opportunities.

Ragini
Ravindrab
+919384888140
harsh

Digitally signed by Ragini Ravindrab
DN: c=IN, o=Personal, ou=SCS,
 postalCode=724444, email=ragini@feenixtechindia.com,
 cn=Ragini Ravindrab
Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai





Feenixtech India



Dear Tyagi Prashant Anujkumar

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be August 3, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on August 3. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allowed to travel all regions and foreign Hr panel meetings basis of company instruction.

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Training and Placement Cell

Trainees usually perform many of the following tasks:

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- Participating in meetings, workshops, and other learning opportunities.

Ragini
Ravindrab
+919384888140
harshali

Digitally signed by Ragini Ravindrab
DN: cn=Ragini Ravindrab, o=Feenixtech India, ou=HR, email=ragini@feenixtechindia.com, c=IN
c=IN, o=Feenixtech India, ou=HR, email=ragini@feenixtechindia.com, cn=Ragini Ravindrab

hr@feenixtechindia.com

BIT Park, Guindy. Chennai



- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, and health and safety codes.
- Preparing documents and updating records.
- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different offices and participating in daily operations as required.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience. If your Services not satisfactory to the company, company have the full rights to take actions against Candidate. Company have the full the rights to transfer any employees to any where.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the Feenixtech India team.

Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



Training and Placement Cell



Ragin
Ravindrab
nar Shan 91938488140

Digitally signed by Ragin Ravindrabnar
Shan
DN: c. IN, o. Personal, ou=SCS,
 postalCode=726486, cn=Ragin Ravindrabnar
Shan, email=ragin@feenixtechindia.com,
 serial=140
Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai



Feenixtech India



Dear Shivam Shankar Nishad

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be August 3, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on August 3. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allowed to travel all regions and foreign Hr panel meetings basis of company instruction.

Time off accrues at the rate of one day per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 90 days after your start date. Team Manager is your reporting Person.

The main role of a Trainee is to gain experience of all aspects of their selected career. These people can learn all required skills for their future jobs by doing different real work duties. For example, HR trainees help to induct new members to a company and discuss human resources issues with departmental representatives.


Training and Placement Cell

Trainees usually perform many of the following tasks:

- Completing all assigned tasks and assisting with day-to-day operations.
- Participating in meetings, workshops, and other learning opportunities.

Ragini
Ravindrab
har Shankar
+919384888140

hr@feenixtechindia.com

BIT Park, Guindy. Chennai

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Shankar
DN: c=IN, o=Personal, ou=SCS,
postalAddress=1024E8B17852e5b44
05ae4015e,
serialNumber=104827484503076d89b6e
06325a975d81842e049517c56e4b40
4970143, email=CS@scs.in, cn=Ragini
Shankar
Date: 2024.10.10 10:43:40 +05'30'





Feenixtech India



Dear Patel Yashkumar Maheshkumar

Feenixtech India is pleased to appoint you the position of Junior Associate, IT Relations at Bengaluru Regional. Your skills and experience will be an ideal fit for our service department.

As we discussed, your starting date will be August 3, 2020. The starting salary is 3.00 Lakhs per year and is paid on a Monthly basis. There will be Stipend on training period. Company formals and Insurance is mandatory with conditions

Full family medical coverage will be provided through our company's employee benefit plan and will be effective on August 3. Dental and optical insurance are also available. Feenixtech India offers a flexible paid time-off plan which includes vacation, personal, and sick leave. You may be allowed to travel all regions and foreign Hr panel meetings basis of company instruction.

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Training and Placement Cell

Trainees usually perform many of the following tasks:

- Completing all assigned tasks and assisting with day-to-day operations.
- Participating in meetings, workshops, and other learning opportunities.

Ragin
Ravindrab
+919384888140
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Digitally signed by Ragin Ravindrab
DN: cn=Ragin Ravindrab, o=Feenixtech India, ou=HR, email=ragin@feenixtechindia.com, c=IN
c=IN, o=Feenixtech India, ou=HR, email=ragin@feenixtechindia.com, cn=Ragin Ravindrab
Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai



- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
- Following all company regulations, and health and safety codes.
- Preparing documents and updating records.
- Learning about conflict resolution and sitting in on disciplinary hearings.
- Traveling to different offices and participating in daily operations as required.

If you choose to accept this job offer, please sign the second copy of this letter and return it to me at your earliest convenience. If your Services not satisfactory to the company, company have the full rights to take actions against Candidate. Company have the full the rights to transfer any employees to any where.

When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the Feenixtech India team.

Sincerely,
Shwetha
Hr Executive,
Human Resources
Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



Training and Placement Cell



Ragin
Ravindrab
nar Shan 91938488140

Digitally signed by Ragin Ravindrab
Shan
DN: c=IN, o=Personal, ou=SCS,
postalCode=520001, email=Ragin@feenixtech
india.com, cn=Ragin Ravindrab
Shan
Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai

- Observing and learning from experienced staff members.
- Gaining knowledge of company policies, protocols, and processes.
- Taking detailed notes and liaising with Managers, Supervisors, and other senior staff.
- Fulfilling any requirements and meeting goals set out at the start of the traineeship.
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When your acknowledgment is received, we will send you employee benefit enrollment forms and an employee handbook which details our benefit plans and retirement plan. We look forward to welcoming you to the Feenixtech India team.

Sincerely,
 Shwetha
 Hr Executive,
 Human Resources
 Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature




Ragim
 Ravindrab
 nar Shan 4888140

Digitally signed by Ragim Ravindrabnar
 Shan
 DN: c. IN, o. Personal, ou. SCS,
 postalCode. 524e88b17852e5b44
 055ea401e,
 serial. 154430, email. ragimravindrabnar
 shan@feenixtechindia.com, cn. Ragim Ravindrabnar
 Shan,
 Date: 2024.10.10 10:43:40 +05'30'

hr@feenixtechindia.com

BIT Park, Guindy. Chennai



APPOINTMENT LETTER

8/6/2020

To Pintu Rajpurohit

With reference to your Interview, we are pleased to appoint you as **Business Development Executive** at a Training Stipend of Rs.15000/- per month. Please note that the Post Successful Completion of Training, Your Compensation will be Rs.7,20,000/- CTC, please read the terms & conditions mentioned in the enclosure below.

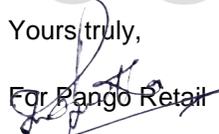
Your role will start on 9/6/2020, Your direct reporting manager would be Miss Akanksha Jha, and. Even though we offer flexibility, we expect the candidate to complete 7 hours everyday in a working week. The shift timings for your profile are 11:00 AM to 7:00 PM.

For the initial 3-12 months period, you will be on probation. During this tenure, your conduct, behaviour and skills would be analysed. You can learn more about it in the employee HRM Panel.

Please sign the enclosed Employee Agreement Form as your acceptance for the position and revert with a signed copy by 9-6-2020.

Candidates willing to work from Office have the option to join our HQ located at A46, Sector 57, Noida, Uttar Pradesh 201301.

Yours truly,


For Pango Retail

Akanksha Jha

Head-Business Team

EMPLOYMENT TERMS AND CONDITIONS

- Your appointment is with effect from 9-6-2020.
- In case of Unsuccessful Training Programme, You will have to Re-Attempt 90 Days Training.
- You will be posted at our "Location" and will be reporting to "Reporting Manager- Name
- You will be on probation for a period of six (6) months from the date of your joining, where after, your services if found satisfactory, will stand confirmed. Any decision to the contrary or to extend the probation period will be communicated to you by the Human Resource Department. Pango Retail reserves the right to reduce/dispense with or extend your probation period at its absolute discretion.
- You are entitled to avail 1.75 casual Sick leaves (CSL) per month until your services are confirmed. After successful completion of the probation period, you will be entitled to 12 days earned leave (EL), which can be carried forward, if not availed in a calendar year.



Ragini

Ravindrabhai

Sharma

Digitally signed by Ragini Ravindrabhai
DN: cn=Ragini Ravindrabhai, o=Pango Retail, ou=HR, email=ragini.ravindrabhai@pangoretail.com, c=IN
Date: 2020.08.06 10:43:40 +05'30'

Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252


Training and Placement Cell



- In case you decide to resign from your services, you will be required to serve one (1) month notice of physical presence in case you are under probation period AND Two (2) months notice period of physical presence OR 1 month notice period of physical presence with one-month gross salary in lieu of the notice period in case you are confirmed on the payrolls of the company unless otherwise mentioned in the Service agreement. However, Pango Retail reserves the right to reduce/ dispense with or take any contrary decision at its absolute discretion.
- The Company reserves the right to terminate your services in case your performance is found to be unsatisfactory/poor/below average, by giving either one-month notice/or one-month gross salary in case you are under probation period and 2 months notice period / or one-month notice with one-month gross salary in case you are confirmed on the payrolls of the company. The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, the commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
- Your assignments at work may be changed at any time depending on the business exigencies.
- You may be transferred at work in any of the company's branches or client sites/ offices across India or Abroad.
- You will be employed in the service of the company only as long as you are medically fit for employment in all aspects. Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service.
- In addition to the employment terms and conditions mentioned herein, all other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time shall be applicable to you.
- You are required at all times to maintain the highest order of discipline and secrecy as regards to the work of the Company and/or its Subsidiaries or Associate Companies. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.
- You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations framed and issued by the Company from time to time. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without the previous consent in writing of the Company.
- During the course of your employment and if the nature of your business so required, the Company may send you for specialized training within India or overseas in order to enable you to perform more effectively. In such an event, you will be required to execute a training bond with the Company.
- You during the period of employment with the company plus 2 years after the ending of the employment shall desist from actively soliciting employment and desist from considering employment offers from any of the company's existing or potential client's partner, collaborators or any affiliates of the company, without obtaining written permission from the company.
- The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.
- The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations including Insider Trading Regulations.
- You shall retire from the services of the company on completion of 58 (fifty-eight) years of age.
- That jurisdiction of courts at Delhi shall only apply to any dispute arising out of these terms and conditions of employment.

Acknowledgement by the Employee


Training and Placement Cell

Ragin
Ravindrabhai
Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252



Digitally signed by Ragin Ravindrabhai
DN: cn=Ragin Ravindrabhai, o=Pango Retail, ou=HR, email=ragin.ravindrabhai@pangoretail.com, c=IN
Date: 2024.10.10 10:43:40 +05'30'



I acknowledge receiving a copy of Appointment Letter and Employment Terms and conditions relating to all incidents of my employment with the company and after having read and understood and comprehended the contents and implications therein, I am satisfied and agree to abide by them.

Employee Name : _____

Employee Signature: _____

For Pango Retail

Signing Authority

Head-Business Team

CONFIDENTIAL


Training and Placement Cell



Ragun

Ravindrab

hai Shap

Digitally signed by Ragun Ravindrabhai
DN: c. IN, o. Personal, ou. SCS,
 postalCode. 1224001, email. 11042201844
@swarnim.gov.in,
 serialNumber. 1,
 cn. Ragun Ravindrabhai,
 email. ragunravindrabhai@swarnim.gov.in,
 c. IN,
 o. Swarnim,
 ou. Swarnim,
 postalCode. 1224001, email. ragunravindrabhai@swarnim.gov.in,
 serialNumber. 1,
 cn. Ragun Ravindrabhai,
 email. ragunravindrabhai@swarnim.gov.in,
 Date: 2024.10.10 10:43:40 +05'30'

Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252



APPOINTMENT LETTER

8/6/2020

To Patel Nikhilkumar Rameshbhai

With reference to your Interview, we are pleased to appoint you as **Business Development Executive** at a Training Stipend of Rs.15000/- per month. Please note that the Post Successful Completion of Training, Your Compensation will be Rs.7,20,000/- CTC, please read the terms & conditions mentioned in the enclosure below.

Your role will start on 9/6/2020, Your direct reporting manager would be Miss Akanksha Jha, and. Even though we offer flexibility, we expect the candidate to complete 7 hours everyday in a working week. The shift timings for your profile are 11:00 AM to 7:00 PM. For the initial 3-12 months period, you will be on probation. During this tenure, your conduct, behaviour and skills would be analysed. You can learn more about it in the employee HRM Panel.

Please sign the enclosed Employee Agreement Form as your acceptance for the position and revert with a signed copy by 9-6-2020.

Candidates willing to work from Office have the option to join our HQ located at A46, Sector 57, Noida, Uttar Pradesh 201301.

Yours truly,

For Pango Retail

Akanksha Jha

Head-Business Team

EMPLOYMENT TERMS AND CONDITIONS

- Your appointment is with effect from 9-6-2020.
- In case of Unsuccessful Training Programme, You will have to Re-Attempt 90 Days Training.
- You will be posted at our "Location" and will be reporting to "Reporting Manager- Name
- You will be on probation for a period of six (6) months from the date of your joining, where after, your services if found satisfactory, will stand confirmed. Any decision to the contrary or to extend the probation period will be communicated to you by the Human Resource Department. Pango Retail reserves the right to reduce/dispense with or extend your probation period at its absolute discretion.
- You are entitled to avail 1.75 casual Sick leaves (CSL) per month until your services are confirmed. After successful completion of the probation period, you will be entitled to 12 days earned leave (EL), which can be carried forward, if not availed in a calendar year.

Ragun

Ravindrab

hai Sharp

Digitally signed by Ragun Ravindrabhai
DN: cn=Ragun Ravindrabhai, o=Pango Retail, ou=HR, email=ragun.ravindrabhai@pangoretail.com, c=IN
Date: 2020.08.06 10:43:40 +05'30'

Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252





I acknowledge receiving a copy of Appointment Letter and Employment Terms and conditions relating to all incidents of my employment with the company and after having read and understood and comprehended the contents and implications therein, I am satisfied and agree to abide by them.

Employee Name : _____

Employee Signature: _____

For Pango Retail


Signing Authority

Head-Business Team

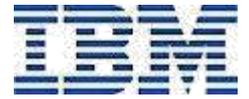
CONFIDENTIAL



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Digitally signed by Ragini Ravindrabhai
DN: c=IN, o=Personal, ou=SCS,
 postalCode=110042, email=ragini@pangoretail.com,
 serial=101,
 cn=Ragini Ravindrabhai,
 email=ragini@pangoretail.com,
 Date: 2024.10.10 10:43:40 +05'30'

Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252



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 Amisha Nareshbhai

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.

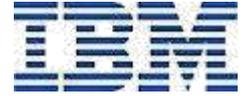
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai
Shah
DN: c. IN, o. Personel, ou. 5555,
 postalCode. 524898711552495844
 email. ragini@ibm.com,
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 a6353a9f1463942aa499337c384e449
 0791448, postalCode. 560005
 cn. Ragini,
 serialNumber. 05063272709aa326,
 bytes10747716344741352ca3638b7
 402649448b, cn. Ragini Ravindrabhai
 Shah
 Date: 2021.07.19 16:43:46 +05'30'





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 Amisha Nareshbhai

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



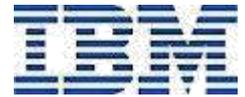
Ragim
Ravindrab
hai Shah

Digitally signed by Ragim Ravindrabhai
Shah
DN: c. IN, o. Bhartiya Centre of Information Technology, ou. IBM India Pvt Ltd, email=ragimrshah@in.ibm.com, cn=Ragim Ravindrabhai
Shah
Date: 2021.07.19 10:43:46 +05'30'

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Training and Placement Cell



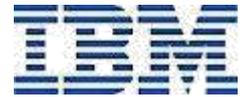
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

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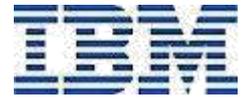
salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *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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c = IN, serial = 105063272709040306,
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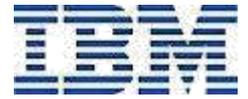
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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postalAddress=024898011954205844
@swarnim.com,
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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.*

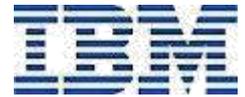
This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment 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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DN: cn = Ragin, o = SSI,
ou = SSI, email = ragin@ssi.in,
c = IN, st = Gujarat, serialNumber = 20241019164346-63730
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ANNEXURE A

DATE	July 19, 2021		
NAME	Patel Amisha Nareshbhai	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.

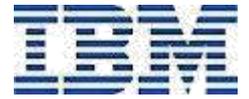
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



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ou = India, email = Ragini.Ravindrabhai@in.ibm.com,
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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

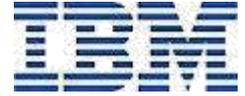
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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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

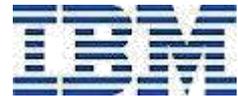
*For detailed information please refer to Company policies, which are subject to change from time to time.



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Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Patel Amisha Nareshbhai,

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.



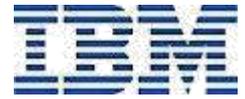
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Training and Placement Cell



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.

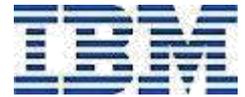
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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.

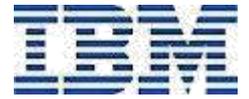
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin, o = IIS, ou = IIS, email = ragin@ibm.com, c = IN, postalCode = 7229134, serialNumber = 152445874BR_7229134, version = 1
Date: 2024.10.10 10:43:46 +05'30'





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 Punit Kumar Dilipbhai

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.

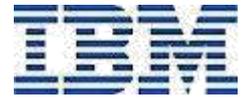
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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Ravindraba
hai Shah

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Shah
DN: c=IN, o=Personnel, ou=5555,
 postalCode=52, email=Ragini.1954@ibm.com,
 cn=Ragini Ravindraba
SerialNumber: 20201019104346-65930
Date: 2021.07.19 10:43:46 +05'30'





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.

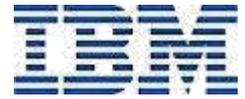
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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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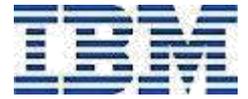
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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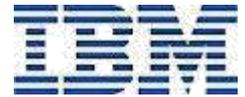




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postalCode = 422005, email = ragin@sios.in,
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Training and Placement Cell



OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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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Digitally signed by Ragini Ravindrabhai
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@swarnim.com,
 email=ragini1954295844@swarnim.com,
 serialNumber=0956327270966326,
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IBM CONFIDENTIAL

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

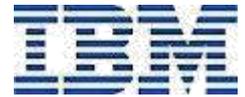
*For detailed information please refer to Company policies, which are subject to change from time to time.



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IBM CONFIDENTIAL

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

By default, you will be enrolled in the Group Mediciam 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 Mediciam 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 Mediciam Insurance Policy.



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ou = India, email = Ragin.Ravindrabhai@in.ibm.com,
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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*

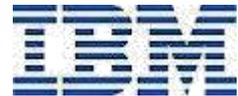


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 postalCode = 522408, email = ragin@ssi.in,
 serialNumber = 1, cn = Ragin Ravindrabhai
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Training and Placement Cell



Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Patel Punit Kumar Dilipbhai,

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

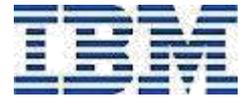
Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.



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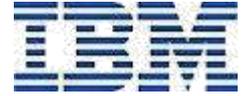
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- *This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should 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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DN: c=IN, o=Personnel, ou=SSIS,
postalCode=520009, email=Ragini1954@ibm.com,
serialNumber=024e98b11954e958b44
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Training and Placement Cell



OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

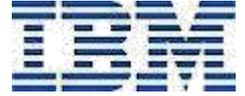
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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

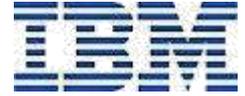


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Training and Placement Cell



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

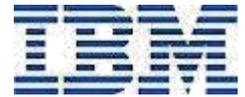
*For detailed information please refer to Company policies, which are subject to change from time to time.



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

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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 Medclaim 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

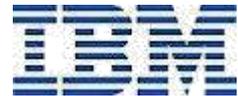


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Training and Placement Cell



Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Kaila Hiren Anilbhai,

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.



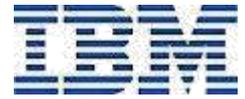
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 postalCode. 024998011954958844
 email=ragin@ssu.edu.in,
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Training and Placement Cell



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.

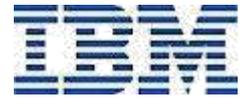
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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ou = SSIU, email = RaginRavi@ssiu.ac.in,
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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 Thakkar Rahil Manojkumar

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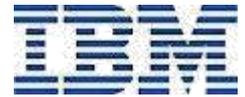
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

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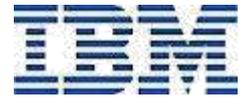
salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *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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ou = SSIU, email = ragin@ssiu.ac.in,
c = IN, serial = 105052572709046336,
version = 3, uniqueIdentifier = 407644448c101a3a17163a477e352ca3638b7
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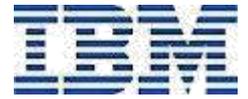


- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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.



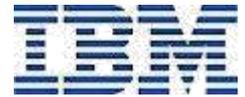
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ou = SSI, email = ragim@ssi.in,
c = IN, st = Gujarat, serial = 10503257270904306,
serialNumber = 10503257270904306,
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ANNEXURE A

DATE	July 19, 2021		
NAME	Thakkar Rahil Manojkumar	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.

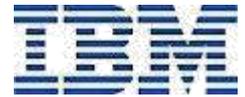
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



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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))

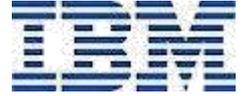
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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

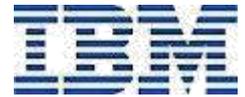


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Other Benefits- Additional Information*

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

By default, you will be enrolled in the Group Mediciam 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 Mediciam 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

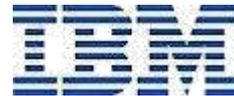
Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciam Insurance Policy.



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ou = IBM, email = RaginRavindrabhai@in.ibm.com,
c = IN, serial = 20241019104346-63730
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Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Thakkar Rahil Manojkumar,

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.



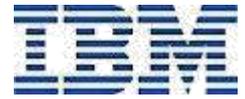
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records is within the state of California.

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

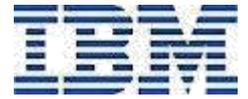


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July 19, 2021

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 Shrivastava Riya Dileep

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.

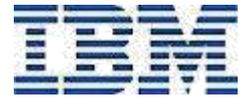


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Initiative, ou=HR, email=ragini.shah@swarnim.com,
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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services 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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OTHER BENEFITS:

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- *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))

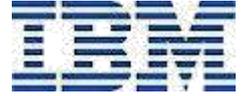
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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
Ravindra
hai Shah

Digitally signed by Ragin Ravindrahai
Shah
DN: c. IN, o. Personel, ou. 5555,
postalCode. 024098011954205844
(f) 90441102,
s. 5.5.0, cn. 744817484503176889611ee
af535a9f1403922a499337c584e4d
0791485, postalCode. 380005
c. Kujarat,
serialNumber. 0250525727090a326
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Shah
Date: 2024.10.10 10:43:46 +05'30'





SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

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

SIGNATURE

PRINTED NAME

DATE

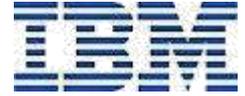


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serialNumber. 050637277090a32d6
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Training and Placement Cell



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

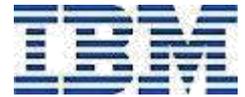
**For detailed information please refer to Company policies, which are subject to change from time to time.*



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postalCode=520008, email=Ragim@5555,
serialNumber=1, cn=Ragim Ravindrabhai
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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 Medclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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.

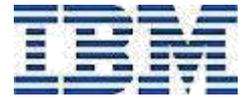
Domiciliary Benefit

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 Medclaim Insurance Policy.



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Reason: I am the signer of this document.
Unique Identifier:
959632527209a530c
3a8e105a77163d4174152ca0583b7
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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

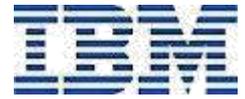


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Swarinim, email = ragin@ssu.ac.in,
c = IN, st = Gujarat, serial = 27229138,
version = 1, date = 2024.10.19 16:43:46 +05'30'

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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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Shah
DN: cn = Ragin, o = SSI, ou =
Swarinim, email = ragin@ssiu.ac.in
c = IN, st = Gujarat, postalCode = 382005
serialNumber = 05063272709a5336
sha1RN=7763d4774152ca3638b7
407648448c1m:RaginRavindrabhai
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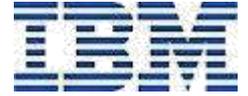
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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DN: c=IN, o=Personnel, ou=5555,
 postalCode=520008, email=Ragini1954@ibm.com,
 cn=Ragini Ravindrabhai
SerialNumber: 050632527209000000
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ANNEXURE A

DATE	July 19, 2021		
NAME	Trivedi Tapankumar Himanshubha i	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.

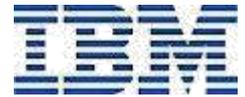
I agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1948 against payments made under the Company's profit distribution schemes GDP & PA.

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.
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(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

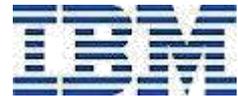
*For detailed information please refer to Company policies, which are subject to change from time to time.



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s=5.5.01, serial=74845748450317680961100,
email=ragim.ravindrabhai@ibm.com,
cn=Ragim Ravindrabhai
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Date: 2024.10.10 10:43:46 +05'30'





Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Trivedi Tapankumar Himanshubhai,

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.



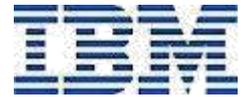
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DN: c. IN, o. Personal, ou. SSI, email=ragin@in.ibm.com, serial=1050327270904336, cn=Ragin Ravindrabhai
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Training and Placement Cell



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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.

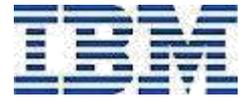
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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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DN: c. IN, o. International, ou. 5505,
 postalCode=7229139, email=ragin@ibm.com,
 cn=Ragin Ravindrabhai
SerialNumber=024e98b11954e058b44
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 postalCode=7229139, email=ragin@ibm.com,
 cn=Ragin Ravindrabhai
c. IN, o. 744857484503176809x11ee,
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 cn=Ragin Ravindrabhai
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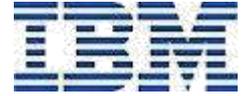
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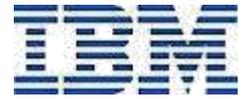
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+5.5.0.1.7.4d857484503176889a81ee
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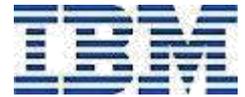
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- 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*



Ragin
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Digitally signed by Ragin Ravindrabhai
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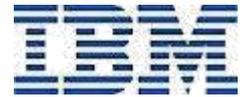
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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.*



Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai
Shah
DN: c=IN, o=Personnel, ou=5555,
 postalCode=520498, email=ragini@ibm.com,
 cn=Ragini Ravindrabhai Shah
serialNumber=05063257270966336
c=IN, o=Personnel, ou=5555,
 postalCode=520498, email=ragini@ibm.com,
 cn=Ragini Ravindrabhai Shah
Date: 2024.10.10 10:43:46 +05'30'





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))

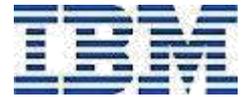
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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 postalCode. 0240980119542058844
 email=ragin@swarnim.ac.in,
 serialNumber. 0240980119542058844,
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IBM CONFIDENTIAL

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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serialNumber=14488748450317648943,
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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.

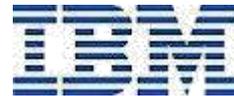
* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees



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Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Pathan Sakibkhan Sarvarkhan,

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.



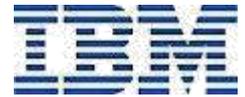
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Training and Placement Cell



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.

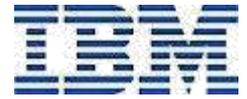
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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c = IN
Reason: I am the signer of this document.
MD5: 40111111111111111111111111111111
SHA-1: 40111111111111111111111111111111
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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.

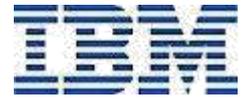
<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>



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DN: cn = Ragim, o = SSIU,
ou = Swarnim, email = ragim@ssiu.ac.in,
c = IN, st = Gujarat, serial = 10506257720904106,
version = 3, date = 2024.10.18 10:45:46 +05'30',
uniqueid = 445874BR_7229140
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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 Desai Riya

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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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.*

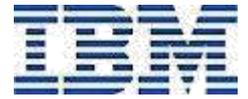


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Training and Placement Cell



- *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.

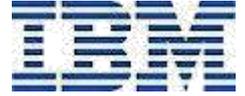
A One time learning allowance of INR 25000/- is given to you post joining IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of 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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c = IN, st = Maharashtra, serial = 10503257270904030,
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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

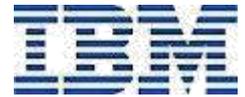


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Training and Placement Cell



IBM CONFIDENTIAL

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

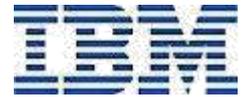
*For detailed information please refer to Company policies, which are subject to change from time to time.



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Training and Placement Cell



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

By default, you will be enrolled in the Group Medclaim 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 Medclaim 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 Medclaim 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

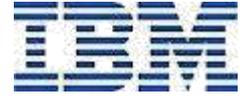


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Training and Placement Cell



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.

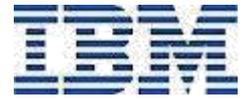
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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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ou = SSI, email = Ragin@SSI,
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[Reason: I have signed this
document with my
private key]





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 Tripathi Saurav Shrikant

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.

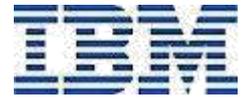
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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 postalCode. 524948611954295844
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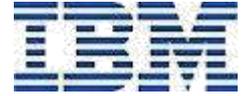
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

- 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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ANNEXURE A

DATE	July 19, 2021		
NAME	Tripathi Saurav Shrikant	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.

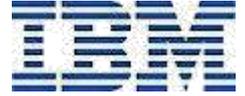
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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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

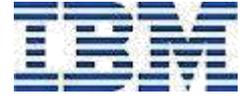


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Training and Placement Cell



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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

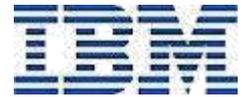
*For detailed information please refer to Company policies, which are subject to change from time to time.



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

By default, you will be enrolled in the Group Mediciam 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 Mediciam 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).

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**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

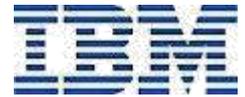
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using a key pair generated by IBM Security Guardium
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ANNEXURE B – NON-DISCLOSURE AGREEMENT

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.

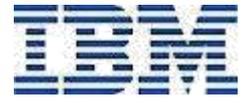
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c = IN, serial = 152, version = 1,
uniqueIdentifier = 15229142
Date: 2024.10.10 10:43:46 +05'30'





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.

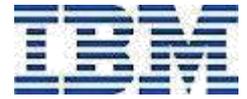
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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



Ragun
Ravindraba
hai Shah

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Swarinim, email = ragun@ssu.edu.in
c = IN
Reason: I am a signer of this
document.
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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.

<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>



Ragim
Ravindraba
hai Shah

Digitally signed by Ragim Ravindraba
Shah
DN: cn = Ragim, o = SSIU,
ou = Swarnim, email = ragim@ssiu.ac.in,
c = IN, st = Gujarat, serial = 15209045106,
version = 3, date = 2024.10.18 10:45:46 +05'30'

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APPOINTMENT LETTER

8/6/2020

To Prajapati Tejaskumar Vinodbhai

With reference to your Interview, we are pleased to appoint you as **Business Development Executive** at a Training Stipend of Rs.15000/- per month. Please note that the Post Successful Completion of Training, Your Compensation will be Rs.7,20,000/- CTC, please read the terms & conditions mentioned in the enclosure below.

Your role will start on 9/6/2020, Your direct reporting manager would be Miss Akanksha Jha, and. Even though we offer flexibility, we expect the candidate to complete 7 hours everyday in a working week. The shift timings for your profile are 11:00 AM to 7:00 PM.

For the initial 3-12 months period, you will be on probation. During this tenure, your conduct, behaviour and skills would be analysed. You can learn more about it in the employee HRM Panel.

Please sign the enclosed Employee Agreement Form as your acceptance for the position and revert with a signed copy by 9/6/2020.

Candidates willing to work from Office have the option to join our HQ located at A46, Sector 57, Noida, Uttar Pradesh 201301.

Yours truly,

For Pango Retail

Akanksha Jha

Head-Business Team

EMPLOYMENT TERMS AND CONDITIONS

- Your appointment is with effect from 9-6-2020.
- In case of Unsuccessful Training Programme, You will have to Re-Attempt 90 Days Training.
- You will be posted at our "Location" and will be reporting to "Reporting Manager- Name
- You will be on probation for a period of six (6) months from the date of your joining, where after, your services if found satisfactory, will stand confirmed. Any decision to the contrary or to extend the probation period will be communicated to you by the Human Resource Department. Pango Retail reserves the right to reduce/dispense with or extend your probation period at its absolute discretion.
- You are entitled to avail 1.75 casual Sick leaves (CSL) per month until your services are confirmed. After successful completion of the probation period, you will be entitled to 12 days earned leave (EL), which can be carried forward, if not availed in a calendar year.


Training and Placement Cell

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Pango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252

Digitally signed by Ragini Ravindrabhai
DN: c=IN, o=Personal, ou=CSIS,
postalAddress=1244886118052@sbk11
@gmail.com,
emailAddress=ragini.ravindrabhai@pangoretail.com,
serial=1244886118052@sbk11@pangoretail.com,
version=3,
c=IN, o=Personal, ou=CSIS,
postalAddress=1244886118052@sbk11@pangoretail.com,
emailAddress=ragini.ravindrabhai@pangoretail.com,
serial=1244886118052@sbk11@pangoretail.com,
version=3





Acknowledgement by the Employee

I acknowledge receiving a copy of Appointment Letter and Employment Terms and conditions relating to all incidents of my employment with the company and after having read and understood and comprehended the contents and implications therein, I am satisfied and agree to abide by them.

Employee Name : _____

Employee Signature: _____

For Pango Retail

Signing Authority

Head Business Team

CONFIDENTIAL


Training and Placement Cell



Ragini Ravindrabhai S Rango Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252

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DN: c=IN, o=Pangoretail, ou=HR, email=sales@pangoretail.com
[Signature] DN: cn=Ragini Ravindrabhai S Rango Retail, o=Pangoretail, ou=HR, email=sales@pangoretail.com
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 Retail | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252

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 Reason: I am a building block for the digital infrastructure of India
 Date: 2024.10.10 10:45:40 +05'30'


 Training and Placement Cell



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Employee Name : _____

Employee Signature: _____

For Pango Retail

Signing Authority

Head-Business Team

CONFIDENTIAL

Training and Placement Cell



Ragin Ravindrabhai Shinde | A46 Sector 57 Noida | E: sales@pangoretail.com | W: pangoretail.com | # +91 120 4127252

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

Appointment Letter

Superset ID: 1220810

Dear GANDHI YASH RAJUBHAI,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your trainings.

The location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the location of posting during the course of your training and employment with Capgemini.

You will be provided access to the ADAPT (Accelerated Digital Aid for Pre- onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



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Ravindrab
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Shah
DN: c=IN, o=Personel, ou=HR, email=ragini.ravindrabhai@capgemini.com, cn=Ragini Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'


Training and Placement Cell

ANNEXURE 1

GANDHI YASH RAHUBHAI Analyst and A4

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

For & On Behalf of Caggemini



Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



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ou=50909ym, ou=924998611954e98b44,
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st=KA, cn=Ragin Ravindrabhai Shah,
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Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

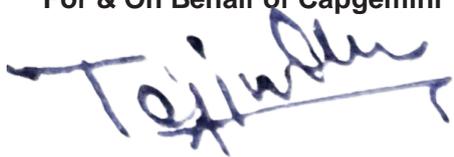
Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter shall remain confidential and are not to be disclosed to any third party.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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@capgemini.com,
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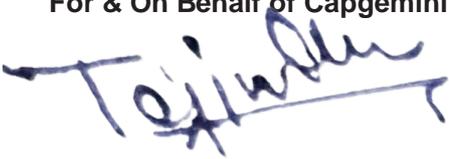
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Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell



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

Appointment Letter

Superset ID: 1220813

Dear UPADHYAY ISHAN VEDPRAKASH

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your trainings.

The location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the location of posting during the course of your training and employment with Capgemini.

You will be provided access to the ADAPT (Accelerated Digital Aid for Pre- onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



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DN: cn=Ragini Ravindraba, o=Swarnim
Startup & Innovation University, email=
ragini.ravindraba@swarnim.edu.in, c=IN
Date: 2024.10.10 10:45:46 +05'30'


Training and Placement Cell

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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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ou=odm, cn=Ragin Ravindrabhai,
email=Ragin.Ravindrabhai@ssss.in,
serialNumber=1, c=IN, o=Personal,
ou=odm, cn=Ragin Ravindrabhai,
email=Ragin.Ravindrabhai@ssss.in,
Date: 2024.10.10 10:45:46 +05'30'



Training and Placement Cell

ANNEXURE 1

UPADHYAY ISHAN VEDPRAKASH Analyst and A4

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

For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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Digitally signed by Ragini Ravindrabhai Shah
DN: c=IN, o=Personnel, ou=5105, postalCode=411057, email=ragini@capgemini.com, serialNumber=095603977209000106, cn=Ragini Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'



Training and Placement Cell



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www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220117

Dear SHUKLA NITISHKUMAR ANJANIKUMAR,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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ou=capgemini, ou=HR, ou=1954e95b44
055ee411c0,
o=S&P, ou=HR, ou=450217689a911ee
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Shah
Date: 2024.10.10 10:45:46 +05'30'


Training and Placement Cell

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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Ravindrab
hai Shah

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5.3.6.1. 764837484502176889a81ee
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Date: 2024.10.10 10:45:46 +05'30'



ANNEXURE 1

SHUKLA NITISHKUMAR ANJANIKUMAR

Analyst and A4

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For & On Behalf of Caggemini



Tejinder Sethi

Head - Fresher Hiring

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ou=50909ym, ou=2020R8611954e95b44
055ee4d11c0e,
st=KA, cn=648874845a20176889a81ee
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0791443, postalCode=411005,
st=Karnataka,
serialNumber=0956a3a77299aa10e,
syntax=1.2.840.113549.1.1.1,
dnQualifier=00, cn=Ragin Ravindrabhai
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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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Ravindrab
hai Shah

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Training and Placement Cell

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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ANNEXURE 1

KOTHARI NIRAJKUMAR NAYANBHAI Analyst and A4

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For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



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CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

10th-Dec-2020

Kotadiya Yash Kishorbhai

Dear Yash,

CHIBBER CONSTRUCTIONS is excited to bring you on board as **"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 **"Site Engineer"**, reporting to Site Manager starting Atter 6th August 2021.

In this position, CHIBBER CONSTRUCTIONS is offering to start you at a pay 3.6 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 21st Dec 2020.

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



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hai Shah

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email=02a9881145424844
@SaaS-2311.ca,
c=CA, postalCode=744502, telephone=800
9032997, email=2064953155@eet-0
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CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

10th-Dec-2020

Modi Prachi VipulKumar

Dear Prachi,

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

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(Sign here for letters sent by mail)

Raman Sharma
HR Manager

Training and Placement Cell

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



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DN: cn = Personal, o = SSI,
email = 02a498@11454248844
@Swaraj.ac,
c = IN, o = 02a498748450287689@Swaraj.ac,
ou = 02a498748450287689@Swaraj.ac,
email = 02a498748450287689@Swaraj.ac,
cn = Ragini Raviindrabhai
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Date: 2024.10.10 16:45:46 +05'30'



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

10th-Dec-2020

Mistry Poojan Hareshkumar

Dear Dhaval,

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

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Sincerely,

(Sign here for letters sent by mail)

Raman Sharma
HR Manager

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

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hai Shah

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CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

10th-Dec-2020

Koladiya Shubham Shaileshbhai

Dear Shubham,

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

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Raman Sharma
HR Manager

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



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Date: 2024.10.10 16:45:46 +05'30'

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 offer, 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. Their Should not be any **reappear/backlog** at the time of joining .In that scenario the joining offer 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 licence and Photo.

Yours Faithfully,



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




Training and Placement Cell

Digitally signed by Ragin Ravindrabhai Shah
DN: c = IN, o = Pansh, ou = HR, email = hr@vanshconstructions.in, cn = Ragin Ravindrabhai Shah
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Ragin
Ravindrabhai
Shah

Email: Hr@vanshconstructions.in | Website: vanshconstructions.in | Contact No : 7508817362





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

Appointment Letter

Superset ID: 1220118

Dear JATIN PRAVINBHAI SINDHAV,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your trainings.

The location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the location of posting during the course of your training and employment with Capgemini.

You will be provided access to the ADAPT (Accelerated Digital Aid for Pre- onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



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email=Ragini.Ravindrani@capgemini.com,
cn=Ragini Ravindrani
Date: 2024.16.16 10:45:46 +05'30'


Training and Placement Cell

Upon joining Capgemini,

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For & On Behalf of Capgemini


Tejinder Sethi
Head - Fresher Hiring


Training and Placement Cell

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Training and Placement Cell

ANNEXURE 1

JATIN PRAVINBHAI SINDHAV
Analyst and A4

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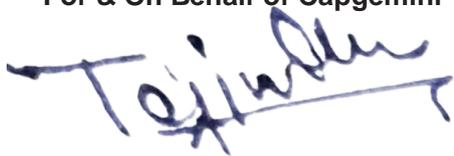
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Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

RABARI ZEEL MOHAN BHAI Analyst and A4

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Tejinder Sethi
Head - Fresher Hiring

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Date: 2024.16.16 10:45:46 +05'30'



Digvijaysinh Zala
GSTIN 24AAZPZ6797L1Z4

Date 10-04-22

TO WHOMSOEVER IT MAY CONCERN

Subject: Appointment Letter. Dear Patel Jimit

We have pleasure in confirming your appointment as Civil Engineer subject to the terms and conditions of your Contract of Employment as well as the Company's Policies and Procedures.

Place of Employment: MAKARBA, AHMEDABAD.

Commencement date: 09/05/2022

NET Salary: 20,000/- Monthly

Thank you.

Head - HR &Admin


Digvijaysinh G. Zala

Proprietor


Training and Placement Cell

+91 99095 79797



digvijayzala1309@gmail.com



12/13, Amrapali Row House, Opp. Tejas School,
Bopal, Ahmedabad, Gujarat - 380058



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Ravindrabhai, ou = Ragin Ravindrabhai,
c = IN, email = ragin.ravindrabhai@ragnin.com,
serialNumber = 029627977399a83d8
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Date: 2024.10.10 16:45:46 +05'30'



SPR

Human Capital Solutions



OFFER LETTER

Date: 17/03/2021

ROZATKAR AKSHAY GANESH
Swarnim Startup & Innovation University,
Gujarat

Dear ROZATKAR AKSHAY GANESH,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, we are pleased to appoint you the position "Engineer" – in SPR Human Capital Solutions. You have to report to HR with an anticipated after completion of your academic year (One Month training period). You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

Salary will be Rs 18,500-21,500/Month (includes TA+HRA+PF+ESI) (Vary based on your position) after Successful completion of Training Period. You will be entitled to leave, holidays, benefits, and other allowances as applicable to your category of employees and location of posting, in accordance with the rules of the Company.

Code of Conduct:

The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

You shall maintain and keep in your safe custody such as Measuring instruments, Safety Equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.

You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company /any of its personnel are not responsible for the same.

Termination:

- Probation period will be 3 months, during this period if company feels unsatisfactory with your work and behavior. Company reserves the right to terminate without prior notice.
- Your services are liable to be terminated, if you are medically unfit to carry out your duties.
- The Company reserves the right to relieve you from your services in case of business slowdown or if the company decides to downsize work force due to unforeseen circumstances.
- You fail to abide to instructions from your superiors, unauthorized absence, disloyalty, misconduct, non-performance and if any disciplinary action is taken against you.

Plot No: 42, Ecil x Roads, Secunderabad-500062, Contact no: 9347163827, 9346683258

Ragin
Ravindrabhai
hai Shah

Visit: www.sprhumancapitalsolutions.com, Email: hr@sprhumancapitalsolutions.com

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DN: cn=Ragin Ravindrabhai, o=SPR
Human Capital Solutions, email=ragin@sprhumancapitalsolutions.com,
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Training and Placement Cell

SPR

Human Capital Solutions



Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you. We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association. We wish you all the best in your career.

NOTE: THIS OFFER LETTER IS VALID IF YOU QUALIFIED IN MEDICAL TEST ONLY.

If you have any query, please do not hesitate to call.

Please mail or fax your signed copy to the attention of Human Resources at the address on the offer letter.

Yours sincerely,



M.Jyoshna
Human Resources


Training and Placement Cell

Declaration

I have read, understood and have been explained in detail the above terms and conditions of employment and am accepting the same. I agree to abide by the terms and conditions of employment.

Agreed and Accepted:

Signature

Date

Ragin
Ravindrab
hai Shah

Plot No: 42, Ecil x Roads, Secunderabad-500062, Contact no: 9347163827, 9346683258

Visit: www.sprhumancapitalsolutions.com, Email: hr@sprhumancapitalsolutions.com

Signature: Ragin Ravindrabhai Shah
Date: 2024.10.10 16:45:45 -0570



SPR

Human Capital Solutions



APPOINTMENT LETTER

Date: 17/03/2021

PATEL VISHAL DASHRATHBHAI
Swarnim Startup & Innovation University,
Gujarat

Dear PATEL VISHAL DASHRATHBHAI,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, we are pleased to appoint you the position of “Engineer”– in SPR Human Capital Solutions. You have to report to HR with an anticipated after completion of your academic year (One Month training period). You will have various responsibilities regarding the Company’s activities and businesses, as management of the Company determines from time to time.

Salary will be Rs 18,500-21,500/Month (includes TA+HRA+PF+ESI) (Vary based on your position) after Successful completion of Training Period. You will be entitled to leave, holidays, benefits, and other allowances as applicable to your category of employees and location of posting, in accordance with the rules of the Company.

Code of Conduct:

The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

You shall maintain and keep in your safe custody such as Measuring instruments, Safety Equipment’s and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.

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Training and Placement Cell

For No. 42, EBI X Roads, Secunderabad-500062, Contact no: 9347163827, 9346683258
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hai Shah

Visit: www.sprhumancapitalsolutions.com, Email: hr@sprhumancapitalsolutions.com



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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring



Training and Placement Cell

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ANNEXURE 1

VARMA ABHISHEK BALRAM
Analyst and A4

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

For & On Behalf of Capgemini


Tejinder Sethi
Head - Fresher Hiring


Training and Placement Cell

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hai Shah

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Yours Sincerely,

For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell

ANNEXURE 1

CHAUHAN SHUBHAM HARISHKUMAR Analyst and A4

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

For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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

Appointment Letter

Superset ID: 1220122

Dear MANSURI PARVEZ MOHAMMEDBHAI,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your trainings.

The location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the location of posting during the course of your training and employment with Capgemini.

You will be provided access to the ADAPT (Accelerated Digital Aid for Pre- onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



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Training and Placement Cell

Upon joining Capgemini,

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell

ANNEXURE 1

MANSURI PARVEZ MOHAMMEDBHAI Analyst and A4

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

For & On Behalf of Caggemini



Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell



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IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220126

Dear PATEL PRINCE BHAGVANBHAI,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Training and Placement Cell

Upon joining Capgemini,

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

MOHAMMAD AFAZAL

Analyst and A4

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

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Tejinder Sethi
Head - Fresher Hiring



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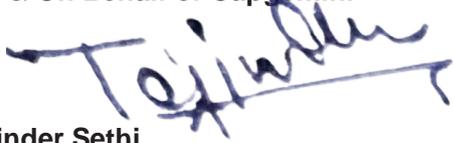
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ANNEXURE 1

PARMAR KAUSHIKKUMAR LAXMANBHAI Analyst and A4

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For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring



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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



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Ravindrab
hai Shah

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Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter shall remain confidential and are not to be disclosed to any third party.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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hai Shah

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Training and Placement Cell

ANNEXURE 1

PARMAR YASH TARUNBHAI
Analyst and A4

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

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell



APPOINTMENT LETTER

Date: 23 July 2021

Dear Purohit Bhargav Harshadkumar ,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as Business Development Executive. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

This appointment is contingent upon a satisfactory reference report and submission of documents which are summarized below. Do email us copies of the same or bring them along on your first day at Simplilearn.

Documents required (Mandatory)

- Aadhaar Card
- PAN Card
- Copy of current employer's Appointment / Confirmation/ Appraisal Letter
- Copy of current employer's Relieving and Work Experience Letter
- Copy of last 3 months' Salary Slip / Certificate
- Passport Size Photograph (3 Nos)
- Copies of all Academic and Training Certificates

We look forward to having you onboard on or before **26 July 2021**. Do reach out to your recruitment coordinator **Aniket** on his email aniket.manhar@simplilearn.com for any questions or clarifications and be sure to visit Simplilearn.com to know more about your new company!

Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

Manoj Arcade, #53/1C, 24th Main,
Harikunte, 2nd Sector, HSR Layout,
Bangalore - 560102

Ragini Ph: +91 80 4245 1111

Ravindrab
hai Shah



ANNEXURE I		
Cost To Company Breakup		
Name	PUROHIT BHARGAV HARSHADKUMAR	
Designation	Business Development Executive	
Grade	A1	
Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
Interim/Stat Bonus	708	8500
Employer PF	1750	21000
Gratuity	702	8418
Gross CTC	29167	350000
Variable Pay		0
Total CTC		350000

*Variable pay (performance linked pay) is payable based on your performance against specific goals set by your business head.

Policy details are described in Annexure II

Following will be deducted from the Gross Salary as Employee Contribution

- PF Employee Contribution (12% of Gross Salary Excluding HRA or INR 1800/- Per Month whichever is lower)
- Income Tax (As per IT Act)
- Professional Tax (As per Professional Tax Act slab)

Yours Faithfully,

For Simplilearn Solutions Private Limited



Archana Kumari

Vice President- HR & Org Development



Manoj Arcade, #53/1C, 24th Main,
Harlunte, 2nd Sector, HSR Layout,
Bangalore - 560102

Ragini Ph: +91 80 4245 1111

Ravindrabhai

hai Shah





APPOINTMENT LETTER

Date: 23 July 2021

Dear Patel Jeel Kumar Bharatbhai ,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as Business Development Executive. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

This appointment is contingent upon a satisfactory reference report and submission of documents which are summarized below. Do email us copies of the same or bring them along on your first day at Simplilearn.

Documents required (Mandatory)

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- PAN Card
- Copy of current employer's Appointment / Confirmation/ Appraisal Letter
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For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

Manoj Arcade, #53/1C, 24th Main,
Harikunte, 2nd Sector, HSR Layout,
Bangalore - 560102

Registration Ph: +91 80 4245 1111

Ravindrab
hai Shah



ANNEXURE I		
Cost To Company Breakup		
Name	PATEL JEEL KUMAR BHARATBHAI	
Designation	Business Development Executive	
Grade	A1	
Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
Interim/Stat Bonus	708	8500
Employer PF	1750	21000
Gratuity	702	8418
Gross CTC	29167	350000
Variable Pay		0
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For Simplilearn Solutions Private Limited



Archana Kumari

Vice President- HR & Org Development



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Harlunte, 2nd Sector, HSR Layout,
Bangalore - 560102

Registration Ph: +91 80 4245 1111

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hai Shah



Annexure A

SALARY COMPUTATION		
Components	Per Annum	Per Month
Components Structure		
CTC as per offer	3,30,000	27,500
Employer Contribution to Provident Fund	21,600	1,800
NET CTC	3,08,400	25,700
Basic	1,80,000	15,000
Hra	72,000	6,000
Statutory Bonus	16,200	1,350
Sub Total A	2,68,200	22,350
Special Allowance	40,200	3,350
Fbp Sub Total B	40,200	3,350
Sub Total A And B	3,08,400	25,700
Deductions		
Provident Fund	21,600	1,800
Pt	2,400	200
Total Deductions	24,000	2,000
Estimated Take Home	2,84,400	23,700

* TDS applicable as per Income Tax and other applicable law.


Training and Placement Cell



#1081, 2nd, 3rd & 4th Floor, 14th Main, Sector-3 HSR Layout, Bangalore, Karnataka, India 560102
Ragin
Ravindrab
hai Shah

Vedantu Innovations Pvt. Ltd.

CIIN: U72900KA2011PTC060958

www.vedantu.com

Shah
Ragin
Ravindrab
hai Shah
Date: 2024.10.10 16:45:46 -0700



APPOINTMENT LETTER

Date: 22 March 2021

Dear Singh Shubham Baidyanath ,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as Business Development Executive. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

This appointment is contingent upon a satisfactory reference report and submission of documents which are summarized below. Do email us copies of the same or bring them along on your first day at Simplilearn.

Documents required (Mandatory)

- Aadhaar Card
- PAN Card
- Copy of current employer's Appointment / Confirmation/ Appraisal Letter
- Copy of current employer's Relieving and Work Experience Letter
- Copy of last 3 months' Salary Slip / Certificate
- Passport Size Photograph (3 Nos)
- Copies of all Academic and Training Certificates

We look forward to having you onboard on or before **26 July 2021**. Do reach out to your recruitment coordinator **Aniket** on his email aniket.manhar@simplilearn.com for any questions or clarifications and be sure to visit Simplilearn.com to know more about your new company!

Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

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Harikunte, 2nd Sector, HSR Layout,
Bangalore - 560102

Registration Ph: +91 80 4245 1111

Ravindrabhai Shah

hai Shah

Training and Placement Cell



ANNEXURE I		
Cost To Company Breakup		
Name	SINGH SHUBHAM BAIDYANATH	
Designation	Business Development Executive	
Grade	A1	
Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
Interim/Stat Bonus	708	8500
Employer PF	1750	21000
Gratuity	702	8418
Gross CTC	29167	350000
Variable Pay		0
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PF Employee Contribution (12% of Gross Salary Excluding HRA or INR 1800/- Per Month whichever is lower)
 Income Tax (As per IT Act)
 Professional Tax (As per Professional Tax Act slab)

Yours Faithfully,

For Simplilearn Solutions Private Limited



Archana Kumari

Vice President- HR & Org Development



Manoj Arcade, #53/1C, 24th Main,
 Harlunte, 2nd Sector, HSR Layout,
 Bangalore - 560102

Ragini Ph: +91 80 4245 1111

Ravindrab

hai Shah



Appointment Letter

Name: Chaudhari Vaibhav Shashikant
Swarnim Startup and Innovation University

Dear Chaudhari Vaibhav Shashikant,

We are pleased to inform you that based on your application and the Subsequent interviews you had, you have been selected for the position of **Trainee Consultant-Talent Collaboration**.

Your joining date will be **Monday 26 April 2021**

On the first day of the employment, please report to:

Company Address: JoulestoWatts Business Solutions,
Vaswani Presidio, 6th Floor, Panathur Main Road, Off Outer Ring Road, Kadubeesanahalli,
India

Reporting Time : 9:00 AM

You will be paid a gross annual salary of **Rs. 2,50,000/- (Two Lakhs Fifty Thousand only)**.

Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

JoulestoWatts Business Solutions Pvt. Ltd

3rd floor, Vaswani Presidio
Bangalore - 560103

I look forward to welcoming you in our organization.

Should you need any further clarifications, please feel free to contact us.

HR Signature

Candidate Signature

Training and Placement Cell

JoulestoWatts Business Solutions Private Limited

3rd Floor, Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103

www.joulestowatts.com

CTA : U74900KA2014PTC076748

Ragini

Ravindrab

hai Shah

Swarnim Startup & Innovation University
Bhayan
Rathod,
Gandhinagar
Date: 2021-04-19 16:43:46 -05'00'



NON COMPETE & NON SOLICITATION:

You agree that during your services with the Company and continuing for a period of twelve (12) months after termination of your services with the Company, you:

- a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to, or perform similar services as provided by or available from the Company, for any clients of the Company.
- b) Will not seek and obtain employment, training, or contract for employment or seek to serve as you or otherwise to clients of the Company, customers, accounts or prospects, without the written permission of the Company.
- c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.
- d) Unless pre-approved by the Company in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials / films / video presentations or assist anyone directly or indirectly in this regard.

WAIVER:

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver or estoppel of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

JURISDICTION:

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

LEAVING THE COMPANY WITHOUT SERVING NOTICE PERIOD:

If you wish to leave the services of the Company, a clear written notice of 30 Days days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

TERMINATION BY THE COMPANY:

The company may terminate your services with or without cause under the following conditions:

With Cause:The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer. (7) Providing any false information to the company.

Without Cause: (a) In the event that the employment is terminated without Cause, the EMPLOYEE will be provided with a 30 Days days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 Days days, calculated on the basis of the last basic salary.
(b) During probation period if the employment is terminated without Cause, the EMPLOYEE will be provided with 7 days prior written notice.


Training and Placement Cell

Joules to Watts Business Solutions Private Limited

**3rd Floor, Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103**

www.joulestowatts.com
CIN : U74900KA2014PTC076748

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REGISTRATION NO: 016627577590a53d6
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6029049486.cou@joulestowatts.com
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Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220141

Dear VANSADIYA AJAYSINGH RAJENDRASINGH,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your trainings.

The location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the location of posting during the course of your training and employment with Capgemini.

You will be provided access to the ADAPT (Accelerated Digital Aid for Pre- onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



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Training and Placement Cell

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter shall remain confidential and are not to be disclosed to any third party.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Date: 2024.16.16 10:45:46 +05'30'

Training and Placement Cell

ANNEXURE 1

VANSADIYA AJAYSINGH RAJENDRASINGH Analyst and A4

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

For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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Tejinder Sethi
Head - Fresher Hiring



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Ragini
Date: 2024.16.16 10:45:46 -05'00'



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

Appointment Letter

Superset ID: 1220140

Dear SHREY ASHOKBHAJ DALSANIYA,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



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Training and Placement Cell

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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell

ANNEXURE 1

SHREY ASHOKBHAI DALSANIYA Analyst and A4

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

For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell

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Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell

ANNEXURE 1

PRINCE RAJESHBHAI DHURIYA Analyst and A4

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For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell



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www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220133

Dear NILESH SUNIL MISHRA,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your trainings.

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You will be provided access to the ADAPT (Accelerated Digital Aid for Pre- onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



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Training and Placement Cell

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring



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ANNEXURE 1

NILESH SUNIL MISHRA
Analyst and A4

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Tejinder Sethi
Head - Fresher Hiring

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www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220139

Dear SAGAR LOMESH BADGUJAR,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Training and Placement Cell

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For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

SAGAR LOMESH BADGUJAR
Analyst and A4

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www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220136

Dear PATEL UMANG HARGOVIND BHAI,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

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For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

PATEL UMANG HARGOVIND BHAI Analyst and A4

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Tejinder Sethi
Head - Fresher Hiring

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Appointment Letter

Superset ID: 1220135

Dear PATEL TARANG K,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Training and Placement Cell

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

PATEL TARANG K
Analyst and A4

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For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

LALKIYA DEEP KIRITBHAI Analyst and A4

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For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring



Training and Placement Cell

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hai Shah

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Tejinder Sethi
Head - Fresher Hiring



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Ravindraben
hai Shah

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ANNEXURE 1

NIMEJE NIKHIL MOROTIBHAI
Analyst and A4

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

For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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

Appointment Letter

Superset ID: 1220137

Dear PRAJAPATI DAXESH,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your trainings.

The location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the location of posting during the course of your training and employment with Capgemini.

You will be provided access to the ADAPT (Accelerated Digital Aid for Pre- onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Ragini
Ravindrani
hai Shah

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Date: 2024.16.16 10:45:46 +05'30'


Training and Placement Cell

Upon joining Capgemini,

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2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

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hai Shah

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ANNEXURE 1

PRAJAPATI DAXESH

Analyst and A4

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For & On Behalf of Capgemini



Tejinder Sethi

Head - Fresher Hiring

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www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220129

Dear JOSHI NISHANT JAYESHBHAI,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Tejinder Sethi
Head - Fresher Hiring



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ANNEXURE 1

JOSHI NISHANT JAYESHBHAI
Analyst and A4

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For & On Behalf of Capgemini



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Head - Fresher Hiring



Training and Placement Cell

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ANNEXURE 1

VHORA MUKIM Analyst and A4

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Head - Fresher Hiring

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UTKARSH ENGINEERING

MANUFACTURERS & ENGINEERS

41 Prathana Inr Estate Jamfalwadi Road Ahmedabad-380026 Phone No: 9426327998

TO,

Dear Mr. KE NAL BHARATBHAI PATEL

Sub: Letter of Appointment.

With referring to your application seeking employment with **Utkarsh Engineering** and also the subsequent interviews you had with us. We are happy to offer you employment with our organization as **Production Manager** in Grade **G7**.

Appointment: Your appointment as **Production Manager** commenced from 1st august 2021 and you will be on probation for a period of six 2 months from the date of your appointment.

Salary: Your monthly salary is **Rs 12,000 /-**

Place of work: Your initial place of work will be the Organization's Unit located in Ahmedabad. However, considering Organizational requirements, you may be transferred to any other location.

We welcome you to **Utkarsh Engineering** family and wish all success in your assignment with us.

Yours sincerely,

For Vaishali,

Authorized Signatory

Acceptance & Declaration

I hereby acknowledge the terms and conditions of this Letter and I further confirm & declare that I shall abide by the above terms and conditions.

Anurag
Employee Signature.

Anurag
Training and Placement Cell

For, Utkarsh Engineering

Vaishali
Authorized Signatory

Digitally signed by Ragin Ravindrabhai Shah, DN: cn=Ragin Ravindrabhai Shah, o=Utkarsh Engineering, ou=Utkarsh Engineering, email=Ragin.Ravindrabhai.Shah@utkarshengineering.com, c=IN, postalCode=380026

Ragin
Ravindrab
hai Shah



UTKARSH ENGINEERING

MANUFACTURERS & ENGINEERS

41 Prathana Inr Estate Jamfalwadi Road Ahmedabad-380026 Phone No: 9426327998

Date:31st January,2024

Kenal Bharatbhai Patel

Ahmedabad

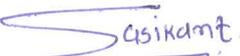
India

To whom so ever It May Concern

This letter is to certify that **Kenal Bharatbhai Patel** has worked in our organization as production manager. He had started here on dated 1st June 2022 and worked till 31st January 2024. He had served the company for about one year and eight months .

Until the day he joined, he had been quite responsible. To date, he has accumulated a diverse set of talents and job experience. His mind-blowing abilities include: Team Work, Managerial Skills and Analytical Skills. Aside from his love and dedication, he had always been a decent and kind man who kept good relationships with everyone. We are really fortunate to have such a giving individual among us.

We wish him all the luck for his future endeavors.


Authorized Signatory

For, Utkarsh Engineering

Signature with company's seal


Authorised Sign


Training and Placement Cell

Digitally signed by Ragin Ravindrabhai Shah, DN: cn=Ragin Ravindrabhai Shah, o=Utkarsh Engineering, ou=Utkarsh Engineering, email=Ragin.Ravindrabhai.Shah@utkarshengineering.com, c=IN, serial=20240131164654, version=3

Ragin
Ravindrab
hai Shah



UTKARSH ENGINEERING

MANUFACTURERS & ENGINEERS

41 Prathana Inr Estate Jamfalwadi Road Ahmedabad-380026 Phone No: 9426327998

Payslip

Date of Joining : 01 JUNE 2022 Employee name : PATEL KENAL BHARATBHAI
Pay Period : AUG 2023 Designation : PRODUCTION MANAGER
Worked Days : 26 Department : PRODUCTION

Earnings	Amount	Deductions	Amount
Basic	20000	Provident Fund	0
Incentive Pay	5000	Professional Tax	0
House Rent Allowance		Loan	0
Meal Allowance			0
Total Earnings	25000	Total Deductions	0
		Net Pay	25000

25000

Twenty five thousand

Employer Signature

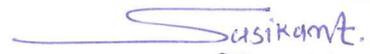


Employee Signature



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For, Utkarsh Engineering



Authorised Signatory



Training and Placement Cell

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Ragin
Ravindrab
hai Shah



UTKARSH ENGINEERING

MANUFACTURERS & ENGINEERS

41 Prathana Inr Estate Jamfalwadi Road Ahmedabad-380026 Phone No: 9426327998

Payslip

Date of Joining : 01 JUNE 2022 Employee name : PATEL KENAL BHARATBHAI
Pay Period : SEPT 2023 Designation : PRODUCTION MANAGER
Worked Days : 26 Department : PRODUCTION

Earnings	Amount	Deductions	Amount
Basic	20000	Provident Fund	0
Incentive Pay	5000	Professional Tax	0
House Rent Allowance		Loan	0
Meal Allowance			0
Total Earnings	25000	Total Deductions	0
		Net Pay	25000

25000

Twenty five thousand

Employer Signature

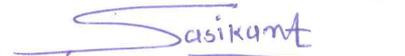
 Sasikant

Employee Signature



This is system generated payslip

For, Utkarsh Engineering


Sasikant
Authorized Signatory


Training and Placement Cell

Digitally signed by Ragin Ravindrabhai Shah, DN: cn=Ragin Ravindrabhai Shah, o=Utkarsh Engineering, ou=Utkarsh Engineering, email=Ragin.Ravindrabhai@utkarshengineering.com, c=IN, date=2023.09.01 16:54:40+05'30'

Ragin
Ravindrabhai
Shah



UTKARSH ENGINEERING

MANUFACTURERS & ENGINEERS

41 Prathana Inr Estate Jamfalwadi Road Ahmedabad-380026 Phone No: 9426327998

Payslip

Date of Joining : 01 JUNE 2022 Employee name : PATEL KENAL BHARATBHAI
Pay Period : OCT 2023 Designation : PRODUCTION MANAGER
Worked Days : 26 Department : PRODUCTION

Earnings	Amount	Deductions	Amount
Basic	20000	Provident Fund	0
Incentive Pay	5000	Professional Tax	0
House Rent Allowance		Loan	0
Meal Allowance			0
Total Earnings	25000	Total Deductions	0
		Net Pay	25000

25000

Twenty five thousand

Employer Signature

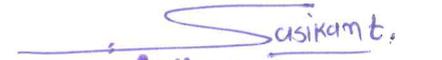
 Sasikant

Employee Signature



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For, Utkarsh Engineering


Sasikant
Authorized Signatory


Training and Placement Cell

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Ragin
Ravindrabhai
Shah



UTKARSH ENGINEERING

MANUFACTURERS & ENGINEERS

41 Prathana Inr Estate Jamfalwadi Road Ahmedabad-380026 Phone No: 9426327998

Payslip

Date of Joining : 01 JUNE 2022 Employee name : PATEL KENAL BHARATBHAI
Pay Period : DEC 2023 Designation : PRODUCTION MANAGER
Worked Days : 26 Department : PRODUCTION

Earnings	Amount	Deductions	Amount
Basic	20000	Provident Fund	0
Incentive Pay	5000	Professional Tax	0
House Rent Allowance		Loan	0
Meal Allowance			0
Total Earnings	25000	Total Deductions	0
		Net Pay	25000

25000

Twenty five thousand

Employer Signature


Sasikant

Employee Signature



This is system generated payslip

For, Utkarsh Engineering


Sasikant
Authorized Signatory


Training and Placement Cell

Digitally signed by Ragin Ravindirabhai Bhoye, DN: cn=Ragin Ravindirabhai Bhoye, o=Utkarsh Engineering, ou=Utkarsh Engineering, email=Ragin.Ravindirabhai@utkarshengineering.com, c=IN, date=2023.12.14 16:54:40 +05'30'

Ragin
Ravindirab
hai Shah



UTKARSH ENGINEERING

MANUFACTURERS & ENGINEERS

41 Prathana Inr Estate Jamfaiwadi Road Ahmedabad-380026 Phone No: 9426327998

Payslip

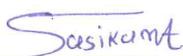
Date of Joining : 01 JUNE 2022 Employee name : PATEL KENAL BHARATBHAI
Pay Period : JAN 2024 Designation : PRODUCTION MANAGER
Worked Days : 26 Department : PRODUCTION

Earnings	Amount	Deductions	Amount
Basic	20000	Provident Fund	0
Incentive Pay	5000	Professional Tax	0
House Rent Allowance		Loan	0
Meal Allowance			
Total Earnings	25000	Total Deductions	0
		Net Pay	25000

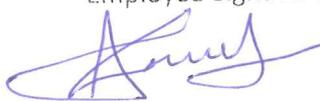
25000

Twenty five thousand

Employer Signature

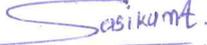

Sasikant

Employee Signature



This is system generated payslip

For, Utkarsh Engineering


Sasikant
Authorized Signatory


Ragin
Training and Placement Cell

Digitally signed by Ragin Raviindrabhai Bhoyan, DN: cn=Ragin Raviindrabhai Bhoyan, o=Utkarsh Engineering, ou=Utkarsh Engineering, email=Ragin.Raviindrabhai@utkarshengineering.com, c=IN, date=2024.01.26 16:54:47 +05'30'

Ragin
Raviindrabhai
Shah





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

Appointment Letter

Superset ID: 1220120

Dear MEGHA VISHVNATHSINGH RAJAWAT,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your trainings.

The location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the location of posting during the course of your training and employment with Capgemini.

You will be provided access to the ADAPT (Accelerated Digital Aid for Pre- onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Ragini
Ravindrani
hai Shah

Digitally signed by Ragini Ravindrani
DN: c, o=Personal, ou=005,
postalEmail=02a9f4611454a28444
255a6d1110a,
2.5.2.25=224874585303b76d8f6f0ee
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255a6d1110a,
serialNumber=056027577320a824c,
c=IN, o=Capgemini,
ou=Capgemini, cn=Ragini Ravindrani
Shah
Date: 2024.16.16 10:45:46 +05'30'


Training and Placement Cell

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter shall remain confidential and are not to be disclosed to any third party.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature



Ragini
Ravindraba
hai Shah

Digitally signed by Ragini Ravindraba
DN: c, o=Personal, ou=000,
postalEmail=02a9f4611454a28444
255a6d1110a,
2.5.2.20=22487458520307628f6f0ee
2f5b35e4f0300a20e49521c25e6b40
4795+e63, emailCode=180010,
st=Guarant,
serialNumber=056027577320a824c
5e6e1795c716344721132a3056607
0256609f48, cn=Ragini Ravindraba
Shah
Date: 2024.16.16 10:45:46 +05'30'



ANNEXURE 1

MEGHA VISHVNATHSINGH RAJAWAT

Analyst and A4

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

For & On Behalf of Capgemini



Tejinder Sethi

Head - Fresher Hiring

This is a system generated document and does not need a signature

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai
DN: c. IN, o. Personal, ou=005,
postalEmail=D2a9R4611454a@8444
255a6d1110a,
2.5.2.20.224877455103b76d8f6f0ee
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479514b1, emailCode=1800111
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serialNumber=0556207577392a852dc
5e6e1795c716314721132a3056907
020609948e, cn=Ragini Ravindrabhai
Date: 2024.16.16 10:45:46 +05'30'



Appointment Letter

Mr. Acharya Kunj

5th January, 2021

Sub: Offer of appointment as **Admin Executive -Bangalore** Sunstone Education Technology Pvt. Ltd.

Dear Acharya Kunj,

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Admin Executive - Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1st February 2021 i.e., Monday.**
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. **After successfully completion of the 3 months' probation period your salary will revised as per Annexure B**
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
 - (a) 6 passport size color photographs.
 - (b) Proof of age certificate along with the photocopy.
 - (c) Proof of academic / technical qualifications certificates along with the photocopies.
 - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
 - (e) Last pay drawn certificate, if in employment.
 - (f) Form16 from Last Employer, if in employment
 - (g) PAN Card


Training and Placement Cell

regd office
495, Ground Floor,
Ragini Vihar,
Ravindrabad,
hai Shah

corporate office
Sunstone Eduversity, 3rd Floor, Tower B,
Unitech Cyber Park, Sector 39,
Gurgaon, Haryana 122002

contact
+91 8860 22 34 56
+91 8800 92 08 08

www.sunstone.edu.in
connect@sunstone.edu.in



Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
Gross CTC (A)	22,758	2,73,100
Deductions		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
Total (B)	2,731	32,772
Net Take Home (Before TDS and Incentive)	20,027	2,40,328

*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
Gross CTC (A)	29,167	3,50,000
Deductions		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
Total (B)	3,500	42,000
Performance Linked Incentive*		1,50,000
Total CTC		5,00,000
Net Take Home (Before TDS and Incentive)	25,667	3,08,000

*Performance Linked Incentive will be paid annually.

*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.


Training and Placement Cell

regd office
495, Ground Floor,
Ragini Vihar,
Ravindra
hai Shah

corporate office
Sunstone Eduversity, 3rd Floor, Tower B,
Unitech Cyber Park, Sector 39,
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www.sunstone.edu.in
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regd. office: Regd. Office-003,
Distt. Gurgaon, Haryana-122002
Phone: 0124-9881194/9881195
Fax: 0124-9881196
E-mail: info@sunstone.edu.in
Website: www.sunstone.edu.in
Date: 2024-10-10 10:45:46 -07'30

- (h) Cancelled Cheque / Photocopy of Credit Card
 - (i) Appointment letter from current employer
 - (j) Last increment letter from current from current employer, if in employment
 - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Admin executive -Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

Sanam Chawla Sarda

Sanam Chawla Sarda

AVP- Human Resources


Training and Placement Cell

regd office
495, Ground Floor,
Ragini Vihar,
Ravindra
hai Shah

Regd. Office: Panchsheel, New Delhi-110017
Phone: 011-49481145/49481146
011-49481147
24x24: 9244874485/9244874486
photo: 9244874485/9244874486
9797-483, panache: 980115
M. Gupta
email: panache: 925622677399@rediffmail.com
9842139507/91314731152, 9244874486
9200609988, m: 9244874486
Date: 2024.10.10.10:45:46 -07'30

corporate office
Sunstone Eduversity, 3rd Floor, Tower B,
Unitech Cyber Park, Sector 39,
Gurgaon, Haryana 122002

contact
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www.sunstone.edu.in
connect@sunstone.edu.in



Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
Gross CTC (A)	22,758	2,73,100
Deductions		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
Total (B)	2,731	32,772
Net Take Home (Before TDS and Incentive)	20,027	2,40,328

*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
Gross CTC (A)	29,167	3,50,000
Deductions		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
Total (B)	3,500	42,000
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Training and Placement Cell

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Appointment Letter

Mr. Gediya Dhruv Vinodbhai

5th January, 2021

Sub: Offer of appointment as **Admin Executive -Bangalore** Sunstone Education Technology Pvt. Ltd.

Dear Gediya Dhruv,

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Admin Executive - Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1st February 2021 i.e., Monday.**
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. **After successfully completion of the 3 months' probation period your salary will revised as per Annexure B**
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
 - (a) 6 passport size color photographs.
 - (b) Proof of age certificate along with the photocopy.
 - (c) Proof of academic / technical qualifications certificates along with the photocopies.
 - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
 - (e) Last pay drawn certificate, if in employment.
 - (f) Form16 from Last Employer, if in employment
 - (g) PAN Card


Training and Placement Cell

regd office

495, Ground Floor,
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Gurgaon, Haryana

corporate office

Sunstone Eduversity, 3rd Floor, Tower B,
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- (h) Cancelled Cheque / Photocopy of Credit Card
 - (i) Appointment letter from current employer
 - (j) Last increment letter from current from current employer, if in employment
 - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Admin executive -Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

Sanam Chawla Sarda

Sanam Chawla Sarda

AVP- Human Resources


Training and Placement Cell

regd office
495, Ground Floor,
Ragini Vihar,
Ravindrabad,
Gurgaon

Regd. Office: Post Box No- 2003,
Ragini Vihar, Sector-14, Gurgaon-122002
Gurgaon, Haryana
24.24.24-2448744550376689e7b0c
photo:4e7f0200424e499c71c55eeeb40
47957483:postbox=180115
H. Gurgaon
email:hr@sunstone.edu.in
tel:011-8860223456
tel:011-8800920808
fax:011-8800920808
Date: 2024.10.10 10:45:46 -07'30

corporate office
Sunstone Eduversity, 3rd Floor, Tower B,
Unitech Cyber Park, Sector 39,
Gurgaon, Haryana 122002

contact
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connect@sunstone.edu.in



Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

Annexure A

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Basic	11,379	1,36,550
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Net Take Home (Before TDS and Incentive)	20,027	2,40,328

*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
Gross CTC (A)	29,167	3,50,000
Deductions		
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*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.


Training and Placement Cell

Appointment Letter

Ms. Joshi Maher

5th January, 2021

Sub: Offer of appointment as **Admin Executive -Bangalore** Sunstone Education Technology Pvt. Ltd.

Dear Joshi Maher,

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Admin Executive - Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1st February 2021 i.e., Monday.**
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. **After successfully completion of the 3 months' probation period your salary will revised as per Annexure B**
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
 - (a) 6 passport size color photographs.
 - (b) Proof of age certificate along with the photocopy.
 - (c) Proof of academic / technical qualifications certificates along with the photocopies.
 - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
 - (e) Last pay drawn certificate, if in employment.
 - (f) Form16 from Last Employer, if in employment
 - (g) PAN Card


Training and Placement Cell

regd office
495, Ground Floor,
Ragini Vihar,
Ravindrabad,
hai Shah

corporate office
Sunstone Eduversity, 3rd Floor, Tower B,
Unitech Cyber Park, Sector 39,
Gurgaon, Haryana 122002

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connect@sunstone.edu.in



- (h) Cancelled Cheque / Photocopy of Credit Card
 - (i) Appointment letter from current employer
 - (j) Last increment letter from current from current employer, if in employment
 - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Admin executive -Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

Sanam Chawla Sarda

Sanam Chawla Sarda

AVP- Human Resources


Training and Placement Cell

regd office
495, Ground Floor,
Ragini Vihar,
Ravindrabad,
Gurgaon, Haryana

corporate office
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Unitech Cyber Park, Sector 39,
Gurgaon, Haryana 122002

contact
+91 8860 22 34 56
+91 8800 92 08 08

www.sunstone.edu.in
connect@sunstone.edu.in



Regd. Office: Post. No. 1001,
Ragini Vihar, Sector 39,
Gurgaon, Haryana
25.2.20-24.02.2020
Phone: +91 8860 22 34 56
+91 8800 92 08 08
E-mail: connect@sunstone.edu.in
Date: 2024.10.10.10:45:46 -07'30

Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
Gross CTC (A)	22,758	2,73,100
Deductions		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
Total (B)	2,731	32,772
Net Take Home (Before TDS and Incentive)	20,027	2,40,328

*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
Gross CTC (A)	29,167	3,50,000
Deductions		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
Total (B)	3,500	42,000
Performance Linked Incentive*		1,50,000
Total CTC		5,00,000
Net Take Home (Before TDS and Incentive)	25,667	3,08,000

*Performance Linked Incentive will be paid annually.

*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.


Training and Placement Cell

Appointment Letter

Mr. Patel Rushi

5th January, 2021

Sub: Offer of appointment as **Admin Executive -Bangalore** Sunstone Education Technology Pvt. Ltd.

Dear Patel Rushi,

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Admin Executive - Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1st February 2021 i.e., Monday.**
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. **After successfully completion of the 3 months' probation period your salary will revised as per Annexure B**
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
 - (a) 6 passport size color photographs.
 - (b) Proof of age certificate along with the photocopy.
 - (c) Proof of academic / technical qualifications certificates along with the photocopies.
 - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
 - (e) Last pay drawn certificate, if in employment.
 - (f) Form16 from Last Employer, if in employment
 - (g) PAN Card


Training and Placement Cell

regd office
495, Ground Floor,
Ragini Vihar,
Ravindrabad,
hai Shah

corporate office
Sunstone Eduversity, 3rd Floor, Tower B,
Unitech Cyber Park, Sector 39,
Gurgaon, Haryana 122002

contact
+91 8860 22 34 56
+91 8800 92 08 08

www.sunstone.edu.in
connect@sunstone.edu.in



- (h) Cancelled Cheque / Photocopy of Credit Card
 - (i) Appointment letter from current employer
 - (j) Last increment letter from current from current employer, if in employment
 - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Admin executive -Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

Sanam Chawla Sarda

Sanam Chawla Sarda

AVP- Human Resources


Training and Placement Cell

regd office
495, Ground Floor,
Ragini Vihar,
Ravindra
hai Shah

Regd. Office: Panchsheel, New Delhi-110017
Phone: 011-4949114/4949144
011-4949114
24x24: 92487445/92487668/92487669
92487670/92487671/92487672
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Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

Annexure A

Components Monthly Annual	Monthly	Annual
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*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

Annexure B

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Company Contribution to Provident Fund	1,750	21,000
Total (B)	3,500	42,000
Performance Linked Incentive*		1,50,000
Total CTC		5,00,000
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Training and Placement Cell

Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

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Training and Placement Cell

Appointment Letter

Mr. Vasani Akshaykumar

5th January, 2021

Sub: Offer of appointment as **Admin Executive -Bangalore** Sunstone Education Technology Pvt. Ltd.

Dear Vasani Akshaykumar,

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Admin Executive - Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1st February 2021 i.e., Monday.**
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. **After successfully completion of the 3 months' probation period your salary will revised as per Annexure B**
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
 - (a) 6 passport size color photographs.
 - (b) Proof of age certificate along with the photocopy.
 - (c) Proof of academic / technical qualifications certificates along with the photocopies.
 - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
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Training and Placement Cell

regd office
495, Ground Floor,
Rajin
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hai Shah

corporate office
Sunstone Eduversity, 3rd Floor, Tower B,
Unitech Cyber Park, Sector 39,
Gurgaon, Haryana 122002

contact
+91 8860 22 34 56
+91 8800 92 08 08

www.sunstone.edu.in
connect@sunstone.edu.in



Regd. Office: Panchsheel, 10th Floor, Sector 14, Gurgaon, Haryana 122002
Phone: 01244811454/01244811455/01244811456/01244811457/01244811458/01244811459/01244811460/01244811461/01244811462/01244811463/01244811464/01244811465/01244811466/01244811467/01244811468/01244811469/01244811470/01244811471/01244811472/01244811473/01244811474/01244811475/01244811476/01244811477/01244811478/01244811479/01244811480/01244811481/01244811482/01244811483/01244811484/01244811485/01244811486/01244811487/01244811488/01244811489/01244811490/01244811491/01244811492/01244811493/01244811494/01244811495/01244811496/01244811497/01244811498/01244811499/01244811500/01244811501/01244811502/01244811503/01244811504/01244811505/01244811506/01244811507/01244811508/01244811509/01244811510/01244811511/01244811512/01244811513/01244811514/01244811515/01244811516/01244811517/01244811518/01244811519/01244811520/01244811521/01244811522/01244811523/01244811524/01244811525/01244811526/01244811527/01244811528/01244811529/01244811530/01244811531/01244811532/01244811533/01244811534/01244811535/01244811536/01244811537/01244811538/01244811539/01244811540/01244811541/01244811542/01244811543/01244811544/01244811545/01244811546/01244811547/01244811548/01244811549/01244811550/01244811551/01244811552/01244811553/01244811554/01244811555/01244811556/01244811557/01244811558/01244811559/01244811560/01244811561/01244811562/01244811563/01244811564/01244811565/01244811566/01244811567/01244811568/01244811569/01244811570/01244811571/01244811572/01244811573/01244811574/01244811575/01244811576/01244811577/01244811578/01244811579/01244811580/01244811581/01244811582/01244811583/01244811584/01244811585/01244811586/01244811587/01244811588/01244811589/01244811590/01244811591/01244811592/01244811593/01244811594/01244811595/01244811596/01244811597/01244811598/01244811599/01244811600/01244811601/01244811602/01244811603/01244811604/01244811605/01244811606/01244811607/01244811608/01244811609/01244811610/01244811611/01244811612/01244811613/01244811614/01244811615/01244811616/01244811617/01244811618/01244811619/01244811620/01244811621/01244811622/01244811623/01244811624/01244811625/01244811626/01244811627/01244811628/01244811629/01244811630/01244811631/01244811632/01244811633/01244811634/01244811635/01244811636/01244811637/01244811638/01244811639/01244811640/01244811641/01244811642/01244811643/01244811644/01244811645/01244811646/01244811647/01244811648/01244811649/01244811650/01244811651/01244811652/01244811653/01244811654/01244811655/01244811656/01244811657/01244811658/01244811659/01244811660/01244811661/01244811662/01244811663/01244811664/01244811665/01244811666/01244811667/01244811668/01244811669/01244811670/01244811671/01244811672/01244811673/01244811674/01244811675/01244811676/01244811677/01244811678/01244811679/01244811680/01244811681/01244811682/01244811683/01244811684/01244811685/01244811686/01244811687/01244811688/01244811689/01244811690/01244811691/01244811692/01244811693/01244811694/01244811695/01244811696/01244811697/01244811698/01244811699/01244811700/01244811701/01244811702/01244811703/01244811704/01244811705/01244811706/01244811707/01244811708/01244811709/01244811710/01244811711/01244811712/01244811713/01244811714/01244811715/01244811716/01244811717/01244811718/01244811719/01244811720/01244811721/01244811722/01244811723/01244811724/01244811725/01244811726/01244811727/01244811728/01244811729/01244811730/01244811731/01244811732/01244811733/01244811734/01244811735/01244811736/01244811737/01244811738/01244811739/01244811740/01244811741/01244811742/01244811743/01244811744/01244811745/01244811746/01244811747/01244811748/01244811749/01244811750/01244811751/01244811752/01244811753/01244811754/01244811755/01244811756/01244811757/01244811758/01244811759/01244811760/01244811761/01244811762/01244811763/01244811764/01244811765/01244811766/01244811767/01244811768/01244811769/01244811770/01244811771/01244811772/01244811773/01244811774/01244811775/01244811776/01244811777/01244811778/01244811779/01244811780/01244811781/01244811782/01244811783/01244811784/01244811785/01244811786/01244811787/01244811788/01244811789/01244811790/01244811791/01244811792/01244811793/01244811794/01244811795/01244811796/01244811797/01244811798/01244811799/01244811800/01244811801/01244811802/01244811803/01244811804/01244811805/01244811806/01244811807/01244811808/01244811809/01244811810/01244811811/01244811812/01244811813/01244811814/01244811815/01244811816/01244811817/01244811818/01244811819/01244811820/01244811821/01244811822/01244811823/01244811824/01244811825/01244811826/01244811827/01244811828/01244811829/01244811830/01244811831/01244811832/01244811833/01244811834/01244811835/01244811836/01244811837/01244811838/01244811839/01244811840/01244811841/01244811842/01244811843/01244811844/01244811845/01244811846/01244811847/01244811848/01244811849/01244811850/01244811851/01244811852/01244811853/01244811854/01244811855/01244811856/01244811857/01244811858/01244811859/01244811860/01244811861/01244811862/01244811863/01244811864/01244811865/01244811866/01244811867/01244811868/01244811869/01244811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Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

Annexure A

Components	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
Gross CTC (A)	22,758	2,73,100
Deductions		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
Total (B)	2,731	32,772
Net Take Home (Before TDS and Incentive)	20,027	2,40,328

*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

Annexure B

Components	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
Gross CTC (A)	29,167	3,50,000
Deductions		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
Total (B)	3,500	42,000
Performance Linked Incentive*		1,50,000
Total CTC		5,00,000
Net Take Home (Before TDS and Incentive)	25,667	3,08,000

*Performance Linked Incentive will be paid annually.

*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.


Training and Placement Cell

Appointment Letter

Mr. Mahala Mitesh

5th January, 2021

Sub: Offer of appointment as **Admin Executive -Bangalore** Sunstone Education Technology Pvt. Ltd.

Dear Mahala Mitesh,

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Admin Executive - Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1st February 2021 i.e., Monday.**
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. **After successfully completion of the 3 months' probation period your salary will revised as per Annexure B**
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
 - (a) 6 passport size color photographs.
 - (b) Proof of age certificate along with the photocopy.
 - (c) Proof of academic / technical qualifications certificates along with the photocopies.
 - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
 - (e) Last pay drawn certificate, if in employment.
 - (f) Form16 from Last Employer, if in employment
 - (g) PAN Card


Training and Placement Cell

regd office
495, Ground Floor,
Ragini Vihar,
Ravindrabad,
Gurgaon, Haryana

corporate office
Sunstone Eduversity, 3rd Floor, Tower B,
Unitech Cyber Park, Sector 39,
Gurgaon, Haryana 122002

contact
+91 8860 22 34 56
+91 8800 92 08 08

www.sunstone.edu.in
connect@sunstone.edu.in



- (h) Cancelled Cheque / Photocopy of Credit Card
 - (i) Appointment letter from current employer
 - (j) Last increment letter from current from current employer, if in employment
 - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Admin executive -Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

Sanam Chawla Sarda

Sanam Chawla Sarda

AVP- Human Resources



Training and Placement Cell

regd office
495, Ground Floor,
Ragini Vihar,
Ravindra
hai Shah

Regd. Office: Panchsheel, New Delhi-110017
Phone: 011-26101145/011-26101146
011-26101147
24x24: 024487445/024487446
024487447/024487448/024487449/024487450
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Compensation Breakup from Sunstone Education Technology Pvt. Ltd.

Annexure A

Components Monthly Annual	Monthly	Annual
Basic	11,379	1,36,550
HRA	5,690	68,275
Other Allowance	5,690	68,275
Gross CTC (A)	22,758	2,73,100
Deductions		
Provident Fund	1,366	16,386
Company Contribution to Provident Fund	1,366	16,386
Total (B)	2,731	32,772
Net Take Home (Before TDS and Incentive)	20,027	2,40,328

*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
Gross CTC (A)	29,167	3,50,000
Deductions		
Provident Fund	1,750	21,000
Company Contribution to Provident Fund	1,750	21,000
Total (B)	3,500	42,000
Performance Linked Incentive*		1,50,000
Total CTC		5,00,000
Net Take Home (Before TDS and Incentive)	25,667	3,08,000

*Performance Linked Incentive will be paid annually.

*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.


Training and Placement Cell

regd office

495, Ground Floor,
Ragini Vihar,
Ravindra
hai Shah

corporate office

Sunstone Eduversity, 3rd Floor, Tower B,
Unitech Cyber Park, Sector 39,
Gurgaon, Haryana 122002

contact

+91 8860 22 34 56
+91 8800 92 08 08

www.sunstone.edu.in
connect@sunstone.edu.in



Appointment Letter

Mr. Vyas Rudresh

5th January, 2021

Sub: Offer of appointment as **Admin Executive -Bangalore** Sunstone Education Technology Pvt. Ltd.

Dear Vyas Rudresh,

Please refer to your application and the subsequent interview you had with us. We are pleased to offer you an appointment **Admin Executive - Bangalore** on the following terms and conditions:

1. You will be paid monthly emoluments as mentioned in annexure A. These have been discussed and accepted by you during the selection process.
2. You will join the company on **1st February 2021 i.e., Monday.**
3. Your base location will be Bangalore.
4. You will be a part of the **Admissions** Department.
5. This offer is provisional in nature and the regular offer of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities.
6. **After successfully completion of the 3 months' probation period your salary will revised as per Annexure B**
7. If you accept the above, please report to the HR Department of sunstone Education Technology Pvt. Ltd. On the date mentioned above at 11:00 AM along with the following:
 - (a) 6 passport size color photographs.
 - (b) Proof of age certificate along with the photocopy.
 - (c) Proof of academic / technical qualifications certificates along with the photocopies.
 - (d) Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
 - (e) Last pay drawn certificate, if in employment.
 - (f) Form16 from Last Employer, if in employment
 - (g) PAN Card


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- (h) Cancelled Cheque / Photocopy of Credit Card
 - (i) Appointment letter from current employer
 - (j) Last increment letter from current from current employer, if in employment
 - (k) Residence Address Proof
8. The management reserves the right to withdraw the said offer in case any of the information provided by you in the Application Form/Personal Data Form is found misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining and/ or the background verification check is found to be not in accordance with the Code of Conduct of **Sunstone Education Technology Pvt. Ltd.**
9. By accepting this offer, both Sunstone Education Technology Pvt. Ltd. and you agree to not entertain any offers or take steps towards exploring any other alternative opportunity related to the possible break down on the engagement pertaining to the position **Admin executive -Bangalore** at Sunstone Education Technology Pvt. Ltd.

In token of having accepted the above, please sign on the duplicate copy of this letter and return to us.

Thanking you

Yours faithfully,

For **Sunstone Education Technology Pvt. Ltd.**

Sanam Chawla Sarda

Sanam Chawla Sarda

AVP- Human Resources


Training and Placement Cell

regd office
495, Ground Floor,
Ragini Vihar,
Ravindra
hai Shah

Regd. Office: Panchsheel, New Delhi-110017
Phone: 011-26101114/26101115
Fax: 011-26101114
E-Mail: info@sunstone.edu.in
Gurgaon: 0120-2244814/2244815/2244816
Pune: 020-26101114/26101115
Jaipur: 0141-26101114/26101115
Kolkata: 033-26101114/26101115
Guwahati: 0361-26101114/26101115
Date: 2024.10.10.10:45:46 -0730

corporate office
Sunstone Eduversity, 3rd Floor, Tower B,
Unitech Cyber Park, Sector 39,
Gurgaon, Haryana 122002

contact
+91 8860 22 34 56
+91 8800 92 08 08

www.sunstone.edu.in
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Annexure A

Components Monthly Annual	Monthly	Annual
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Total (B)	2,731	32,772
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*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.

Annexure B

Components Monthly Annual	Monthly	Annual
Basic	14,583	1,75,000
HRA	7,292	87,500
Other Allowance	7,292	87,500
Gross CTC (A)	29,167	3,50,000
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Provident Fund	1,750	21,000
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Total (B)	3,500	42,000
Performance Linked Incentive*		1,50,000
Total CTC		5,00,000
Net Take Home (Before TDS and Incentive)	25,667	3,08,000

*Performance Linked Incentive will be paid annually.

*Note: Rs. 25/- will be deducted every month from net pay for Labour Welfare Fund.


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Total Remuneration Work Sheet

Name : Monish
Position : Jr. Executive
Date Of Joining : 01.06.2021
Location : Bangalore

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	Annual
Basic	10000	120000
HRA	2363	28356
Conveyance	2818	33816
Variable Allowance	2384	28608
Medical Allowance	1404	16848
Gross	18969	227628
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		260404

You are also entitled to the following additional benefits:

- *Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
- *Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act
- *Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children




Training and Placement Cell

Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai
Shah

DN: c=IN, o=Personal, ou=HR,
postalEmail=02a9f6a11454a2e844

255a6d116c,
c=IN, o=22487455703b7628f60c

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Date: 2021.06.01 10:52:00 +05'30'

Technoforte Software Pvt. Ltd CIN: U72200KA2001PTC029189

Reg. Office Address: No.268, Rainbow Residency, Opp:WIPRO Office, Sarjapur Road, Bangalore - 560 035, Karnataka,

Corporate Office Address: 2nd Floor, VRR Royal Commercial Complex, #90/85/2, 17th Cross, 21st A Main Road, Sector-1, HSR Layout, Bengaluru-56010;

Phone: 080-22589661/62, Fax: 91-80-25729665 Email: info@technoforte.co.in , www.technoforte.co.in



Dated: 06-01-2021

To,
Mr. Panchal Nirav
Swarnim Startup & Innovation
University,

Dear Nirav,

Congratulations! We are delighted to make you an offer as **Junior Executive** at our Bangalore office. Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2021**.

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 2,60,404/- per annum**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai
Shah, DN: cn=Ragini Ravindrabhai Shah,
ou=Swarnim Startup & Innovation University,
email=Ragini.Ravindrabhai.Shah@technoforte.co.in,
c=IN, o=Technoforte Software Pvt. Ltd.,
serial=17517614, d=Technoforte Software Pvt. Ltd.,
email=info@technoforte.co.in, www.technoforte.co.in

Technoforte Software Pvt. Ltd CIN: U72200KA2001PTC029189

Reg. Office: No.26B, Rainbow Residency, Opp:WIPRO Office, Sarjapur Road, Bangalore - 560 035, Karnataka,
2nd Floor-VRR Royal Commercial Complex, #90/85/2, 17th Cross, 21st A Main Road, Sector-I, HSR Layout, Bengaluru-56010;
Tel: 088-22589661/62, Fax: 91-80-25729665 Email: info@technoforte.co.in , www.technoforte.co.in


Training and Placement Cell



Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected Joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

Other Terms and Conditions

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us.

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

As a token of your acceptance of this offer, please send us a duly signed duplicate copies of the letter and all the accompanying annexures.

We welcome you to the Technoforte family and wish you a rewarding career over the years to come.

Yours Sincerely,



Priti Sharma
Head – HR Department

DECLARATION

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

Signature:

Date:



Training and Placement Cell

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c. IN, o. Personal, ou=005,
postalEmail=02a9f9d114542e0444
255a0d71cc,
2.5.2.25=2428745510307628f650cc
2013549f000020e49521229e8b40
4791463, email=ragin@technoforte.co.in,
cn=Ragin Ravindrabhai Shah
Date: 2024.08.27 11:04:00 +0530

Technoforte Software Pvt. Ltd CIN: U72200KA2001PTC029189

Reg. Office Address: No.26B, Rainbow Residency, Opp:WIPRO Office, Sarjapur Road, Bangalore - 560 035, Karnataka,
2nd Floor-VRR Royal Commercial Complex, #90/85/2, 17th Cross, 21st A Main Road, Sector-I, HSR Layout, Bengaluru-56010;
Tel: 080-22589661/62, Fax: 91-80-25729665 Email: info@technoforte.co.in , www.technoforte.co.in





Total Remuneration Work Sheet

Name : Nirav
Position : Jr. Executive
Date Of Joining : 01.06.2021
Location : Bangalore

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	Annual
Basic	10000	120000
HRA	2363	28356
Conveyance	2818	33816
Variable Allowance	2384	28608
Medical Allowance	1404	16848
Gross	18969	227628
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		260404

You are also entitled to the following additional benefits:

- *Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
- *Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act
- *Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children



Training and Placement Cell

Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai
Shah
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4797483, emailCode=300010

Technoforte Software Pvt. Ltd CIN: U72200KA2001PTC029189

Reg. Office Address: No.268, Rainbow Residency, Opp:WIPRO Office, Sarjapur Road, Bangalore - 560 035, Karnataka,

Corporate Office Address: 2nd Floor: VRR Royal Commercial Complex, #90/85/2, 17th Cross, 21st A Main Road, Sector-1, HSR Layout, Bengaluru-56010;

Phone: 080-22589661/62, Fax: 91-80-25729665 Email: info@technoforte.co.in , www.technoforte.co.in



Dated: 06-01-2021

To,
Mr. Kalal Mayur
Swarnim Startup & Innovation
University,

Dear Mayur,

Congratulations! We are delighted to make you an offer as **Junior Executive** at our Bangalore office. Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2021**.

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 2,60,404/- per annum**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai
Shah, DN: cn=Ragini Ravindrabhai
Shah, o=Technoforte Software Pvt. Ltd.,
ou=Technoforte Software Pvt. Ltd.,
email=Ragini.Ravindrabhai@technoforte.co.in,
c=IN

Technoforte Software Pvt. Ltd CIN: U72200KA2001PTC029189

Reg. Office Address: No.26B, Rainbow Residency, Opp:WIPRO Office, Sarjapur Road, Bangalore - 560 035, Karnataka,
2nd and 3rd Floor, VRR Royal Commercial Complex, #90/85/2, 17th Cross, 21st A Main Road, Sector-I, HSR Layout, Bengaluru-56010;
Tel: 088-22589661/62, Fax: 91-80-25729665 Email: info@technoforte.co.in , www.technoforte.co.in


Training and Placement Cell



Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected Joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

Other Terms and Conditions

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us.

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

As a token of your acceptance of this offer, please send us a duly signed duplicate copies of the letter and all the accompanying annexures.

We welcome you to the Technoforte family and wish you a rewarding career over the years to come.

Yours Sincerely,



Priti Sharma
Head – HR Department

DECLARATION

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

Signature:

Date:

Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai Shah
DN: c. IN, o. Personal, ou=005,
postalEmail=02a9f6a11454a2d444
255a4d71cc,
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4791461
Date: 2024.08.28 11:08:09 +0530

Technoforte Software Pvt. Ltd CIN: U72200KA2001PTC029189

Reg. Office Address: No.26B, Rainbow Residency, Opp:Wipro Office, Sarjapur Road, Bangalore - 560 035, Karnataka,
2nd Floor, VRR Royal Commercial Complex, #90/85/2, 17th Cross, 21st A Main Road, Sector-I, HSR Layout, Bengaluru-56010;
Tel: 088-22589661/62, Fax: 91-80-25729665 Email: info@technoforte.co.in , www.technoforte.co.in




Training and Placement Cell



Total Remuneration Work Sheet

Name : Mayur
Position : Jr. Executive
Date Of Joining : 01.06.2021
Location : Bangalore

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	Annual
Basic	10000	120000
HRA	2363	28356
Conveyance	2818	33816
Variable Allowance	2384	28608
Medical Allowance	1404	16848
Gross	18969	227628
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		260404

You are also entitled to the following additional benefits:

- *Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
- *Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act
- *Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children




Training and Placement Cell

Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai
Shah
DN: c=IN, o=Personal, ou=005,
postalEmail=02a9f6a11454a28444
255a6d11cc,
2.5.2.29=22487455703b7628f6b0c
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4797483, emailCode=300010

Technoforte Software Pvt. Ltd CIN: U72200KA2001PTC029189

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Phone: 080-22589661/62, Fax: 91-80-25729665 Email: info@technoforte.co.in , www.technoforte.co.in



Dated: 06-01-2021

To,
Mr. Yash Patel
Swarnim Startup & Innovation
University,

Dear Yash,

Congratulations! We are delighted to make you an offer as **Junior Executive** at our Bangalore office. Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.06.2021**.

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 2,60,404/- per annum**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai
Shah, DN: cn=Ragini Ravindrabhai
Shah, o=Technoforte Software Pvt. Ltd.,
ou=Technoforte Software Pvt. Ltd.,
email=Ragini.Ravindrabhai@technoforte.co.in,
c=IN

Technoforte Software Pvt. Ltd CIN: U72200KA2001PTC029189

Reg. Office Address: No.26B, Rainbow Residency, Opp:WIPRO Office, Sarjapur Road, Bangalore - 560 035, Karnataka,
2nd and 3rd Floor, VRR Royal Commercial Complex, #90/85/2, 17th Cross, 21st A Main Road, Sector-I, HSR Layout, Bengaluru-56010;
Tel: 088-22589661/62, Fax: 91-80-25729665 Email: info@technoforte.co.in , www.technoforte.co.in


Training and Placement Cell



Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected Joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

Other Terms and Conditions

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us.

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

As a token of your acceptance of this offer, please send us a duly signed duplicate copies of the letter and all the accompanying annexures.

We welcome you to the Technoforte family and wish you a rewarding career over the years to come.

Yours Sincerely,



Priti Sharma
Head – HR Department

DECLARATION

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

Signature:

Date:



Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai
DN: c=IN, o=Personal, ou=005,
postalEmail=02a9f94114542e0444
255a0d71cc,
2.5.2.25=5248745510307628f650cc
2013549f5000120e495121259e840
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255a0d71cc

Technoforte Software Pvt. Ltd CIN: U72200KA2001PTC029189

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2nd Floor-VRR Royal Commercial Complex, #90/85/2, 17th Cross, 21st A Main Road, Sector-I, HSR Layout, Bengaluru-56010;
Tel: 080-22589661/62, Fax: 91-80-25729665 Email: info@technoforte.co.in , www.technoforte.co.in


Training and Placement Cell



Total Remuneration Work Sheet

Name : Yash
Position : Jr. Executive
Date Of Joining : 01.06.2021
Location : Bangalore

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	Annual
Basic	10000	120000
HRA	2363	28356
Conveyance	2818	33816
Variable Allowance	2384	28608
Medical Allowance	1404	16848
Gross	18969	227628
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		260404

You are also entitled to the following additional benefits:

- *Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
- *Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act
- *Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children




Training and Placement Cell

Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai
Shah
DN: c. IN, o. Personal, ou. 005,
postalEmail.02a@RAI1454a28444
255a0d110a,
2.5.2.29.22487455703b7628f6b0c
2015548f00002e49521c20e8b0
4797483, emailCode=300010

Technoforte Software Pvt. Ltd CIN: U72200KA2001PTC029189

Reg. Office Address: No.268, Rainbow Residency, Opp:WIPRO Office, Sarjapur Road, Bangalore - 560 035, Karnataka,
Corporate Address: 2nd Floor, VRR Royal Commercial Complex, #90/85/2, 17th Cross, 21st A Main Road, Sector-1, HSR Layout, Bengaluru-56010;
Phone: 088-22589661/62, Fax: 91-80-25729665 Email: info@technoforte.co.in , www.technoforte.co.in



09-Feb-2021

1822004005
SHAH RONAKKUMAR DINESHBHAI

Dear Mr. SHAH RONAKKUMAR DINESHBHAI,

Congratulations! We are pleased to confirm your selection.
The interview was held at **Swarnim 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 **12-February-2021** to indicate your acceptance of this offer.

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

Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Roudhaha
DN: cn=Ragin, o=Swarnim, title=HR Admin,
email=ragin@swarnim.edu.in, c=IN,
serial=1822004005, cn=Ragin Roudhaha,
o=Swarnim Startup & Innovation University,
ou=HR Admin, email=ragin@swarnim.edu.in,
c=IN, date=2021.02.09 10:45:46 +05'30'



16th December, 2020

Sub: Offer of employment by Pin Click

Dear **Brahmbhatt Jay Umeshbhai**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,
with effect from **10th February 2021**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will have discretion on the abovementioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



Training and Placement Cell

Pin Click Property Management Pvt Ltd

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Routhodha
DN: cn=Ragin Routhodha, o=Pin Click
Property Management Pvt Ltd, email=ragin@pinclick.com, c=IN
Date: 2020.12.16 10:45:46 +05'30'

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



16th December, 2020

Sub: Offer of employment by Pin Click

Dear **Pandya Parth Hirenbai**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,
with effect from **10th February 2021**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will have discretion on the abovementioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.


Training and Placement Cell

Pin Click Property Management Pvt Ltd

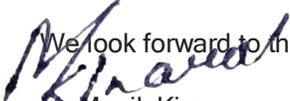
Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Routh
DN: cn=Ragini Routh, o=Pin Click
Property Management Pvt Ltd, email=ragini@pinclick.com, c=IN
Date: 2024.10.10 10:45:46 +05'30'

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.


Mr. Manik Kinra
Co Founder

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Letter of Offer

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____ Signature: _____

Date: _____ Anticipated Start Date: _____


Training and Placement Cell

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :

+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

Ragun
Ravindrab
hai Shah

Digitally signed by Ragun
DN: cn=Ragun, o=Pin Click
Email=ragun@pinclick.com,
c=IN, ou=Pin Click
2.5.2.25=2248748502076689e3ee
photojpeg/000120e49931058eeb0
4795483.pinclick.com-180115
M-Certificate:
serialNumber=D5602677399a85d8;
serialNumber=D5602677399a85d8;
c=IN, ou=Pin Click,
o=Pin Click,
Email=ragun@pinclick.com,
cn=Ragun



16th December, 2020

Sub: Offer of employment by Pin Click

Dear **Patel Harshil Arvindbhai**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,
with effect from **10th February 2021**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will have discretion on the abovementioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.


Training and Placement Cell

Pin Click Property Management Pvt Ltd

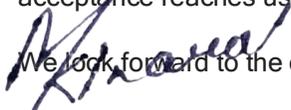
Ragin
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Digitally signed by Ragin Ravidrabhai
DN: cn=Ragin Ravidrabhai, o=Pin Click
Property Management Pvt Ltd, email=ragin@pinclick.com, c=IN
Date: 2024.10.10 10:45:46 +05'30'

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr. Manik Kinra
Co Founder

Letter of Offer

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____

Signature: _____

Date: _____

Anticipated Start Date: _____



Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :

+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravi
DN: cn=Ragin Ravi, o=Pin Click
Property Management, email=ragin@pinclick.com, c=IN
2.5.2.25=22487485a03b76d89e3ee
7975e483, postalCode=560015
M. Gagan
serialNumber=925622677399a83d;
c=IN, o=Pin Click Property Management
Private Limited, email=ragin@pinclick.com
Date: 2024.10.10 10:45:46 +05'30'



16th December, 2020

Sub: Offer of employment by Pin Click

Dear **Tete Anand Amrushbhai**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as “**Associate Property Advisor**”,
with effect from **10th February 2021**

The terms of our offer are as follows:

1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
2. Your initial posting as Pin Click employee will be at the **Bangalore** office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15 days notice period or 15 day's salary in lieu thereof. The Company will have discretion on the abovementioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



Ragun
Ravindrab
hai Shah

Digitally signed by Ragun Raghobhai
Date: 2020.12.16 10:45:46 +05'30'
E-mail: ragun@pinclick.com
C: 2020.12.16 10:45:46 +05'30'
O: Pin Click
OU: Bangalore
CN: Ragun Raghobhai

Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :
91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563


Training and Placement Cell

The details of your annual earnings are as **Annexure A**.

ANNEXURE – A

COMPENSATION & BENEFITS STATEMENT – PIN CLICK

		Aanand	
	Name		
	Designation	Associate Property Advisor	
	Department	Sales	
	Date of Joining	10th February 2021	
CATEGORY		INR – Monthly	INR – Annual
A	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
B	Professional tax	200	2,400
	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
Benefits			
C	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*
<p>Note: * Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement</p> <ul style="list-style-type: none"> * The Offer/ Salary Is Subjective to Completion of Training * Two-wheeler is mandatory with valid driving license * 7-10 days of training period * 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance. <ul style="list-style-type: none"> • Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable. 			



Pin Click Property Management Pvt Ltd

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+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

Ragini
Ravindrabi
hai Shah

Digitally signed by Ragini
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4795-483, postalCode=560015
E: Ragini@pinclick.com
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Date: 2024.10.10 10:45:46 +05'30'



To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.



We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr. Manik Kinra
Co Founder

Letter of Offer

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name: _____

Signature: _____

Date: _____

Anticipated Start Date: _____



Pin Click Property Management Pvt Ltd

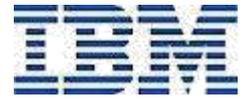
No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No :

+91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Raghav
DN: cn=Ragin, o=Pin Click, email=ragin@pinclick.com, c=IN, serial=1001
Date: 2024.10.10 10:45:46 +05'30'





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 Pathak Manali Manis

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

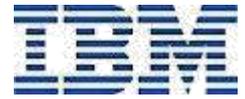


Ragini
Ravindraben
hai Shah

Digitally signed by Ragini Ravindraben
Shah
DN: cn = Ragini Ravindraben, o = IBM, email = ragini_ravindraben@in.ibm.com, c = IN, st = Karnataka, serial = 202107191045540, version = 1
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Training and Placement Cell



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 schoolhiring@in.ibm.com for any queries regarding your employment offer.

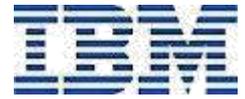
The other terms and conditions of the offer are as follows:

- 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.



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Ragin Ravindrabhai Shah,
o = IBM, ou = Personal, email = 205,
serialNumber.1.2.3.4.5.6.7.8.9.10.11.12.13.14.15.16.17.18.19.20.21.22.23.24.25.26.27.28.29.30.31.32.33.34.35.36.37.38.39.40.41.42.43.44.45.46.47.48.49.50.51.52.53.54.55.56.57.58.59.60.61.62.63.64.65.66.67.68.69.70.71.72.73.74.75.76.77.78.79.80.81.82.83.84.85.86.87.88.89.90.91.92.93.94.95.96.97.98.99.100.101.102.103.104.105.106.107.108.109.110.111.112.113.114.115.116.117.118.119.120.121.122.123.124.125.126.127.128.129.130.131.132.133.134.135.136.137.138.139.140.141.142.143.144.145.146.147.148.149.150.151.152.153.154.155.156.157.158.159.160.161.162.163.164.165.166.167.168.169.170.171.172.173.174.175.176.177.178.179.180.181.182.183.184.185.186.187.188.189.190.191.192.193.194.195.196.197.198.199.200.201.202.203.204.205.206.207.208.209.210.211.212.213.214.215.216.217.218.219.220.221.222.223.224.225.226.227.228.229.230.231.232.233.234.235.236.237.238.239.240.241.242.243.244.245.246.247.248.249.250.251.252.253.254.255.256.257.258.259.260.261.262.263.264.265.266.267.268.269.270.271.272.273.274.275.276.277.278.279.280.281.282.283.284.285.286.287.288.289.290.291.292.293.294.295.296.297.298.299.300.301.302.303.304.305.306.307.308.309.310.311.312.313.314.315.316.317.318.319.320.321.322.323.324.325.326.327.328.329.330.331.332.333.334.335.336.337.338.339.340.341.342.343.344.345.346.347.348.349.350.351.352.353.354.355.356.357.358.359.360.361.362.363.364.365.366.367.368.369.370.371.372.373.374.375.376.377.378.379.380.381.382.383.384.385.386.387.388.389.390.391.392.393.394.395.396.397.398.399.400.401.402.403.404.405.406.407.408.409.410.411.412.413.414.415.416.417.418.419.420.421.422.423.424.425.426.427.428.429.430.431.432.433.434.435.436.437.438.439.440.441.442.443.444.445.446.447.448.449.450.451.452.453.454.455.456.457.458.459.460.461.462.463.464.465.466.467.468.469.470.471.472.473.474.475.476.477.478.479.480.481.482.483.484.485.486.487.488.489.490.491.492.493.494.495.496.497.498.499.500.501.502.503.504.505.506.507.508.509.510.511.512.513.514.515.516.517.518.519.520.521.522.523.524.525.526.527.528.529.530.531.532.533.534.535.536.537.538.539.540.541.542.543.544.545.546.547.548.549.550.551.552.553.554.555.556.557.558.559.560.561.562.563.564.565.566.567.568.569.570.571.572.573.574.575.576.577.578.579.580.581.582.583.584.585.586.587.588.589.590.591.592.593.594.595.596.597.598.599.600.601.602.603.604.605.606.607.608.609.610.611.612.613.614.615.616.617.618.619.620.621.622.623.624.625.626.627.628.629.630.631.632.633.634.635.636.637.638.639.640.641.642.643.644.645.646.647.648.649.650.651.652.653.654.655.656.657.658.659.660.661.662.663.664.665.666.667.668.669.670.671.672.673.674.675.676.677.678.679.680.681.682.683.684.685.686.687.688.689.690.691.692.693.694.695.696.697.698.699.700.701.702.703.704.705.706.707.708.709.710.711.712.713.714.715.716.717.718.719.720.721.722.723.724.725.726.727.728.729.730.731.732.733.734.735.736.737.738.739.740.741.742.743.744.745.746.747.748.749.750.751.752.753.754.755.756.757.758.759.760.761.762.763.764.765.766.767.768.769.770.771.772.773.774.775.776.777.778.779.780.781.782.783.784.785.786.787.788.789.790.791.792.793.794.795.796.797.798.799.800.801.802.803.804.805.806.807.808.809.810.811.812.813.814.815.816.817.818.819.820.821.822.823.824.825.826.827.828.829.830.831.832.833.834.835.836.837.838.839.840.841.842.843.844.845.846.847.848.849.850.851.852.853.854.855.856.857.858.859.860.861.862.863.864.865.866.867.868.869.870.871.872.873.874.875.876.877.878.879.880.881.882.883.884.885.886.887.888.889.890.891.892.893.894.895.896.897.898.899.900.901.902.903.904.905.906.907.908.909.910.911.912.913.914.915.916.917.918.919.920.921.922.923.924.925.926.927.928.929.930.931.932.933.934.935.936.937.938.939.940.941.942.943.944.945.946.947.948.949.950.951.952.953.954.955.956.957.958.959.960.961.962.963.964.965.966.967.968.969.970.971.972.973.974.975.976.977.978.979.980.981.982.983.984.985.986.987.988.989.990.991.992.993.994.995.996.997.998.999.1000.1001.1002.1003.1004.1005.1006.1007.1008.1009.1010.1011.1012.1013.1014.1015.1016.1017.1018.1019.1020.1021.1022.1023.1024.1025.1026.1027.1028.1029.1030.1031.1032.1033.1034.1035.1036.1037.1038.1039.1040.1041.1042.1043.1044.1045.1046.1047.1048.1049.1050.1051.1052.1053.1054.1055.1056.1057.1058.1059.1060.1061.1062.1063.1064.1065.1066.1067.1068.1069.1070.1071.1072.1073.1074.1075.1076.1077.1078.1079.1080.1081.1082.1083.1084.1085.1086.1087.1088.1089.1090.1091.1092.1093.1094.1095.1096.1097.1098.1099.1100.1101.1102.1103.1104.1105.1106.1107.1108.1109.1110.1111.1112.1113.1114.1115.1116.1117.1118.1119.1120.1121.1122.1123.1124.1125.1126.1127.1128.1129.1130.1131.1132.1133.1134.1135.1136.1137.1138.1139.1140.1141.1142.1143.1144.1145.1146.1147.1148.1149.1150.1151.1152.1153.1154.1155.1156.1157.1158.1159.1160.1161.1162.1163.1164.1165.1166.1167.1168.1169.1170.1171.1172.1173.1174.1175.1176.1177.1178.1179.1180.1181.1182.1183.1184.1185.1186.1187.1188.1189.1190.1191.1192.1193.1194.1195.1196.1197.1198.1199.1200.1201.1202.1203.1204.1205.1206.1207.1208.1209.1210.1211.1212.1213.1214.1215.1216.1217.1218.1219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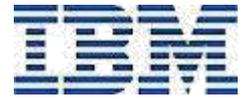
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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.*



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Ragin Ravindrabhai, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, ou = Swarnajayanti Startup & Innovation University, ou = Ragin Ravindrabhai
Date: 2024.10.10 10:45:40 +05'30'


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.



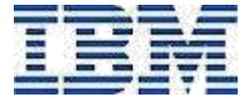
Ragin
Ravindrab
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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajyoti Startup & Innovation University, ou = Swarnajyoti Startup & Innovation University, email = ragin@swarnajyoti.edu.in, c = IN

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Training and Placement Cell



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ANNEXURE A

DATE	July 19, 2021		
NAME	Pathak Manali Manis	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.

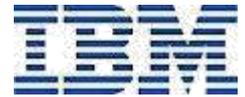
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.


Training and Placement Cell



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DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Karnataka, serial = 2021.10.19.10.45.54 +05'30'



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:

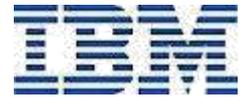
- a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under 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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DN: cn = Ragin Ravindrabhai, o = IBM, ou = Personal, email = 2025.
ragin@ibm.com, 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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.

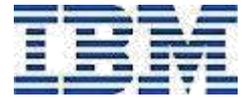
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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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DN: cn = Ragin Ravindrabhai Shah, o = Swarnajyoti Startup & Innovation University, ou = Swarnajyoti Startup & Innovation University, email = ragin@swarnajyoti.edu.in, c = IN, st = West Bengal, postalCode = 743001, serial = 152, version = 1
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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.

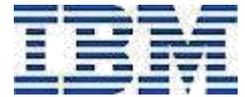
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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.

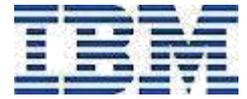
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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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DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, ou = Training and Placement Cell, email = ragin@swarnajayanti.edu.in, c = IN



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.

<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>

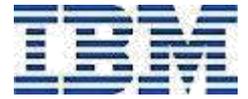
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Training and Placement Cell





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 Osti Chetan Rajubhai

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.

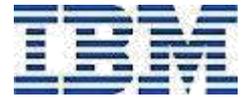
To confirm your acceptance of this offer, you are required to:

- 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:

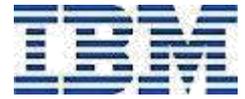
- Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.
- Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving 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 schoolhiring@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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- *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.*



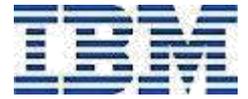
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DN: cn = Ragin Ravindrabhai, o = IBM,
ou = HR, email = Ragin.Ravindrabhai@ibm.com,
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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof 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.*

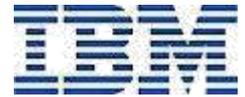
This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment 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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DN: cn = Ragin Ravindrabhai, o = IBM, ou = Personal, email = 2025,
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ANNEXURE A

DATE	July 19, 2021		
NAME	Osti Chetan Rajubhai	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.

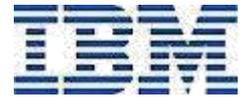
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.


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Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Karnataka, serial = 2021.10.19.10.45.54 +05'30'



OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

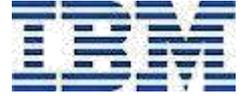
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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.)


Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, ou = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = West Bengal, serial = 2024.10.10.10.45.50 +05'30



SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

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

SIGNATURE

PRINTED NAME

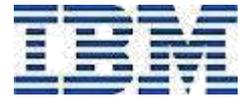
DATE



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, o = SIOS,
ou = SIOS, email = Ragin.Ravindrabhai@sios.in,
c = IN, st = Gujarat,
serialNumber = 0F26623F7739A834C
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Shah
Date: 2024.10.10 10:45:46 +0530


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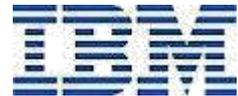
Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

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


Training and Placement Cell





Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Osti Chetan Rajubhai,

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.



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.

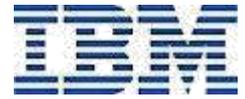
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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


Training and Placement Cell

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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.

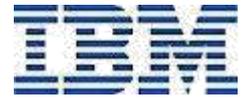
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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

Abhishek
Training and Placement Cell



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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.

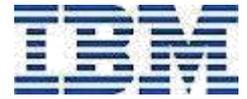
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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.


Training and Placement Cell



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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.

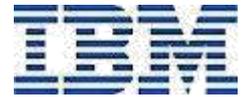
Employee's full Name	Employee's Signature	Employee Serial No.	Date


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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 Mandanka Mitul Bharath

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.

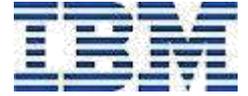
To confirm your acceptance of this offer, you are required to:

- 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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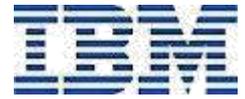


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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

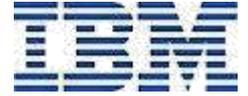
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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.*


Training and Placement Cell



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ragin@swarnajayanti.edu.in, c = IN,
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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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Shah
DN: cn = Ragin Ravindrabhai Shah,
o = Swarnajayanti Startup & Innovation
University, ou = Training and Placement
Cell, email = ragin@swarnajayanti.edu.in,
c = IN, postalCode = 400001, serial =
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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

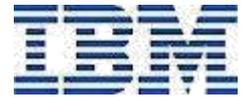
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Ragin Ravindrabhai, o = IBM, ou = Personal, email = 2025.rajshah@ibm.com, c = IN, postalCode = 7229154
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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.

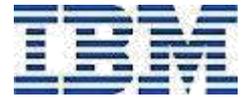
2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform 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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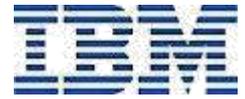
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I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

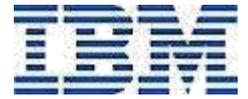
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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.


Training and Placement Cell



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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Gujarat, serialNumber = 0236623677309a83d63489e195e7763b4174152, cn = Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:40 +05'30'



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 Christian Pray Franklinjr

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.

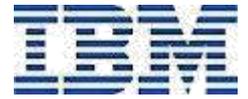



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ragin@swarnajayanti.edu.in, c = IN,
serial = 152, version = 3
Reason: I am the signer of this document.
Unique Identifier:
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Date: 2021.10.10 10:45:40 +05'30'



- *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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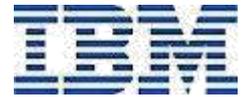
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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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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DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Gujarat, serialNumber = 0F26623677309A8346
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Date: 2024.10.10 10:45:40 +05'30'



SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

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

SIGNATURE

PRINTED NAME

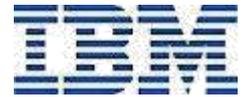
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ou = SIOS, email = 02349880114054658844
@sios.in,
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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

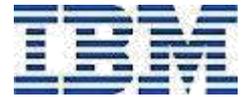
**For detailed information please refer to Company policies, which are subject to change from time to time.*


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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

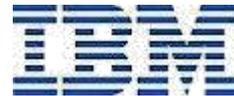
All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- 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


Training and Placement Cell





Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Christian Pray Franklinjr,

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.


Training and Placement Cell





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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.

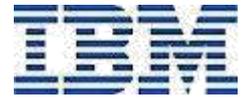
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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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DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, ou = Ragin Ravindrabhai Shah, email = ragin.ravindrabhai@swarnajayanti.edu.in, c = IN, st = Maharashtra, serial = 15, version = 1
Date: 2024.10.10 10:45:40 +05'30'



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.

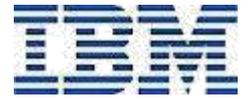
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Gujarat, serialNumber = 0926623677309a83d63a89e19f67763b4171522ca363d074870d4848, cn = Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:40 +05'30'



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 Gajjar Rushikesh Bhikhabhai

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

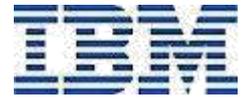
Your appointment will be effective on your joining date, i.e August 2, 2021 Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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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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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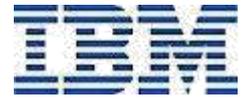


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University, ou = Training and Placement
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c = IN

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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.

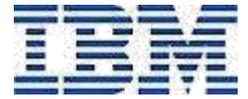
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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.*


Training and Placement Cell



Ragin
Ravindrabhai
Shah

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Shah
DN: cn = RL, o = Personal, c = IN, ou =
Ragin, email = Ragin.Ravindrabhai@swarnajayanti.edu.in,
c = IN, ou = Swarnajayanti Startup & Innovation University,
o = Swarnajayanti Startup & Innovation University,
ou = Ragin, email = Ragin.Ravindrabhai@swarnajayanti.edu.in,
c = IN



- *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.*

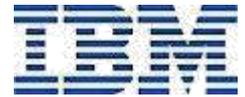
This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment 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.


Training and Placement Cell

Ragin
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Shah
DN: cn = Ragin Ravindrabhai Shah,
o = IBM, ou = Personal, email = 2025,
serialNumber.1.2.3.4.5.6.7.8.9.10.11.12.13.14.15.16.17.18.19.20.21.22.23.24.25.26.27.28.29.30.31.32.33.34.35.36.37.38.39.40.41.42.43.44.45.46.47.48.49.50.51.52.53.54.55.56.57.58.59.60.61.62.63.64.65.66.67.68.69.70.71.72.73.74.75.76.77.78.79.80.81.82.83.84.85.86.87.88.89.90.91.92.93.94.95.96.97.98.99.100.101.102.103.104.105.106.107.108.109.110.111.112.113.114.115.116.117.118.119.120.121.122.123.124.125.126.127.128.129.130.131.132.133.134.135.136.137.138.139.140.141.142.143.144.145.146.147.148.149.150.151.152.153.154.155.156.157.158.159.160.161.162.163.164.165.166.167.168.169.170.171.172.173.174.175.176.177.178.179.180.181.182.183.184.185.186.187.188.189.190.191.192.193.194.195.196.197.198.199.200.201.202.203.204.205.206.207.208.209.210.211.212.213.214.215.216.217.218.219.220.221.222.223.224.225.226.227.228.229.230.231.232.233.234.235.236.237.238.239.240.241.242.243.244.245.246.247.248.249.250.251.252.253.254.255.256.257.258.259.260.261.262.263.264.265.266.267.268.269.270.271.272.273.274.275.276.277.278.279.280.281.282.283.284.285.286.287.288.289.290.291.292.293.294.295.296.297.298.299.300.301.302.303.304.305.306.307.308.309.310.311.312.313.314.315.316.317.318.319.320.321.322.323.324.325.326.327.328.329.330.331.332.333.334.335.336.337.338.339.340.341.342.343.344.345.346.347.348.349.350.351.352.353.354.355.356.357.358.359.360.361.362.363.364.365.366.367.368.369.370.371.372.373.374.375.376.377.378.379.380.381.382.383.384.385.386.387.388.389.390.391.392.393.394.395.396.397.398.399.400.401.402.403.404.405.406.407.408.409.410.411.412.413.414.415.416.417.418.419.420.421.422.423.424.425.426.427.428.429.430.431.432.433.434.435.436.437.438.439.440.441.442.443.444.445.446.447.448.449.450.451.452.453.454.455.456.457.458.459.460.461.462.463.464.465.466.467.468.469.470.471.472.473.474.475.476.477.478.479.480.481.482.483.484.485.486.487.488.489.490.491.492.493.494.495.496.497.498.499.500.501.502.503.504.505.506.507.508.509.510.511.512.513.514.515.516.517.518.519.520.521.522.523.524.525.526.527.528.529.530.531.532.533.534.535.536.537.538.539.540.541.542.543.544.545.546.547.548.549.550.551.552.553.554.555.556.557.558.559.560.561.562.563.564.565.566.567.568.569.570.571.572.573.574.575.576.577.578.579.580.581.582.583.584.585.586.587.588.589.590.591.592.593.594.595.596.597.598.599.600.601.602.603.604.605.606.607.608.609.610.611.612.613.614.615.616.617.618.619.620.621.622.623.624.625.626.627.628.629.630.631.632.633.634.635.636.637.638.639.640.641.642.643.644.645.646.647.648.649.650.651.652.653.654.655.656.657.658.659.660.661.662.663.664.665.666.667.668.669.670.671.672.673.674.675.676.677.678.679.680.681.682.683.684.685.686.687.688.689.690.691.692.693.694.695.696.697.698.699.700.701.702.703.704.705.706.707.708.709.710.711.712.713.714.715.716.717.718.719.720.721.722.723.724.725.726.727.728.729.730.731.732.733.734.735.736.737.738.739.740.741.742.743.744.745.746.747.748.749.750.751.752.753.754.755.756.757.758.759.760.761.762.763.764.765.766.767.768.769.770.771.772.773.774.775.776.777.778.779.780.781.782.783.784.785.786.787.788.789.790.791.792.793.794.795.796.797.798.799.800.801.802.803.804.805.806.807.808.809.810.811.812.813.814.815.816.817.818.819.820.821.822.823.824.825.826.827.828.829.830.831.832.833.834.835.836.837.838.839.840.841.842.843.844.845.846.847.848.849.850.851.852.853.854.855.856.857.858.859.860.861.862.863.864.865.866.867.868.869.870.871.872.873.874.875.876.877.878.879.880.881.882.883.884.885.886.887.888.889.890.891.892.893.894.895.896.897.898.899.900.901.902.903.904.905.906.907.908.909.910.911.912.913.914.915.916.917.918.919.920.921.922.923.924.925.926.927.928.929.930.931.932.933.934.935.936.937.938.939.940.941.942.943.944.945.946.947.948.949.950.951.952.953.954.955.956.957.958.959.960.961.962.963.964.965.966.967.968.969.970.971.972.973.974.975.976.977.978.979.980.981.982.983.984.985.986.987.988.989.990.991.992.993.994.995.996.997.998.999.1000.1001.1002.1003.1004.1005.1006.1007.1008.1009.1010.1011.1012.1013.1014.1015.1016.1017.1018.1019.1020.1021.1022.1023.1024.1025.1026.1027.1028.1029.1030.1031.1032.1033.1034.1035.1036.1037.1038.1039.1040.1041.1042.1043.1044.1045.1046.1047.1048.1049.1050.1051.1052.1053.1054.1055.1056.1057.1058.1059.1060.1061.1062.1063.1064.1065.1066.1067.1068.1069.1070.1071.1072.1073.1074.1075.1076.1077.1078.1079.1080.1081.1082.1083.1084.1085.1086.1087.1088.1089.1090.1091.1092.1093.1094.1095.1096.1097.1098.1099.1100.1101.1102.1103.1104.1105.1106.1107.1108.1109.1110.1111.1112.1113.1114.1115.1116.1117.1118.1119.1120.1121.1122.1123.1124.1125.1126.1127.1128.1129.1130.1131.1132.1133.1134.1135.1136.1137.1138.1139.1140.1141.1142.1143.1144.1145.1146.1147.1148.1149.1150.1151.1152.1153.1154.1155.1156.1157.1158.1159.1160.1161.1162.1163.1164.1165.1166.1167.1168.1169.1170.1171.1172.1173.1174.1175.1176.1177.1178.1179.1180.1181.1182.1183.1184.1185.1186.1187.1188.1189.1190.1191.1192.1193.1194.1195.1196.1197.1198.1199.1200.1201.1202.1203.1204.1205.1206.1207.1208.1209.1210.1211.1212.1213.1214.1215.1216.1217.1218.1219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ANNEXURE A

DATE	<i>July 19, 2021</i>		
NAME	<i>Gajjar Rushikesh Bhikhabhai</i>	BAND	<i>06G</i>
DESIGNATION	<i>Security Analyst</i>	LOCATION	<i>Bangalore</i>
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		<i>232264</i>	
2. Annual Flexible Benefit Plan (FBP)		<i>278716</i>	
3. Annual Reference Salary (ARS)		<i>510980</i>	
4. Retirals			
<i>a) Provident Fund (PF)</i>		<i>27872</i>	
<i>b) Gratuity @ 4.8%</i>		<i>11149</i>	
5. Annual Reference Salary + Retirals		<i>550000</i>	

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.

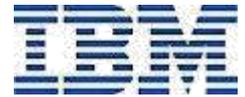
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

Training and Placement Cell



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DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Karnataka, serial = 2021.10.19.10.45.54 +05'30'



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

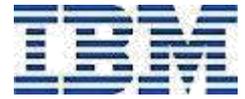
*For detailed information please refer to Company policies, which are subject to change from time to time.


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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Karnataka, serial = 2024.10.10.10.45.40 +05'30'



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.

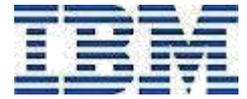
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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.

Ravindra
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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Gujarat, serialNumber = 0926623677309a83d63489e19267763b4174152, cn = Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:40 +05'30'



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.

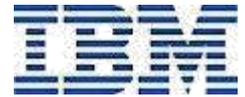
<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>


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DN: cn=IN, o=Personal, title=CEO,
serial=809m, 02a4f8bb11052a58b44
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serialNumber=093602577399a88d0c,
serial=195d77033d1781522a263d007
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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 Chintan Ashwinbhai

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.

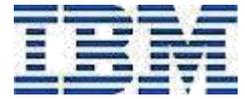
To confirm your acceptance of this offer, you are required to:

- 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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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.

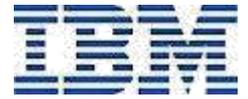
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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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DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, ou = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN



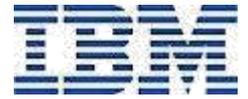
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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DN: cn = Ragin Ravindrabhai, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, ou = Swarnajayanti Startup & Innovation University, ou = Ragin Ravindrabhai
Date: 2024.10.10 10:45:40 +05'30'



- *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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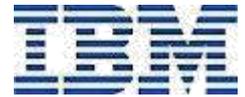


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DN: cn = Ragin Ravindraba, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, ou = Swarnajayanti Startup & Innovation University, ou = Training and Placement Cell, ou = Ragin Ravindraba
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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

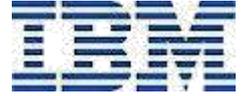
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Gujarat, serialNumber = 0F36623677399A83463489E19F67763B4174152, cn = Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:40 +05'30'



SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

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

SIGNATURE

PRINTED NAME

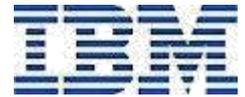
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DN: cn = Personal, o = SIOS,
ou = SIOS, email = Ragin.Ravindrabhai@sios.in,
c = IN, st = Gujarat,
serialNumber = 0F26623F7739AA834C
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ANNEXURE B – NON-DISCLOSURE AGREEMENT

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.

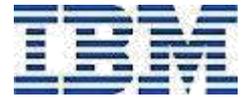
2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform 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.

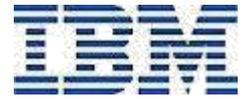
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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

Training and Placement Cell



Ragin Ravindrabhai Shah

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Date: 2024.10.10 10:45:40 +0530



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.

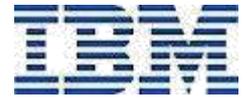
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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.

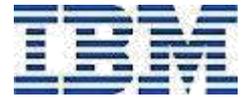
<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>


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c=IN, o=IBM, ou=Personal, email=ragin_ravindrabhai@ibm.com, ou=IBM, c=IN
Serial Number: 99360257739088200
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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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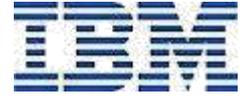


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If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

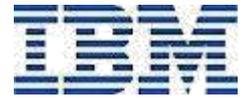
- After the successful completion of the training program, you are expected to join your allocated posting in any location across India as specified by the Company. This may be different from your joining location. Please also note that, your services are transferable and you may be assigned to any office 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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serialNumber = 0F36C27677309A834C,
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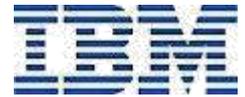


- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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DN: cn = Ragin Ravindrabhai, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, ou = Swarnajayanti Startup & Innovation University, ou = Ragin Ravindrabhai
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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

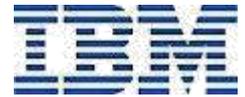
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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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IBM CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<i>The fundamental salary component to which many other compensation components are linked.</i>
2. Flexible Benefit Plan (FBP)	<i>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.</i>
(a) Leave Travel Allowance (LTA)	<i>LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.</i>
(b) House Rent Allowance	<i>Maximum 50% of Basic Salary per annum. To be used for house rent.</i>
(c) "Flat" Allowance	<i>Remaining FBP funds and is a taxable amount.</i>
3. Retirals	<i>These elements of compensation are not paid out until later when certain conditions are met.</i>
(a) Provident Fund (PF)	<i>12% of Basic Salary is contributed to the Provident Fund.</i>
(b) Gratuity	<i>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).</i>
(c) ESIC	<i>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.</i>
Annual Reference Salary	<i>Annual Basic Salary + Annual FBP</i>

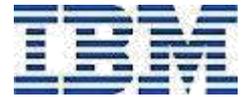
**For detailed information please refer to Company policies, which are subject to change from time to time.*


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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.

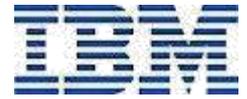
Compensation under Employees Compensation Act

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





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.

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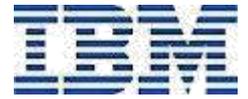
My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>

Ragin
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Digitally signed by Ragin Ravindrabhai Shah
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serial=809m, 02a4f8bb11052a58b44
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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 Doshi Hemik Girishchandra

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.

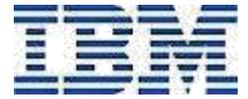



Training and Placement Cell



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o = Swarnajayanti Startup & Innovation
University, ou = Swarnajayanti Startup &
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Tel : 91-80-49139999
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Dear Doshi Hemik Girishchandra

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

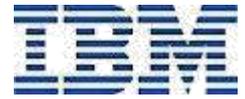


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Training and Placement Cell



- *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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Digitally signed by Ragin Ravindrabhai
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DN: cn = Ragin Ravindrabhai, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, ou = Swarnajayanti Startup & Innovation University, ou = Ragin Ravindrabhai
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Training and Placement Cell



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:

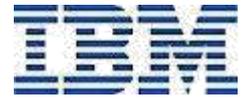
- a) In case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under 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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DN: cn = Ragin Ravindrabhai, o = IBM, ou = Personal, email = 2025.
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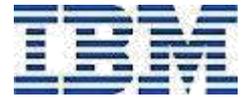
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6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to 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.

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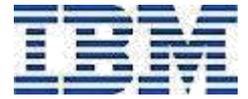
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Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN



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 Darshal Rameshbhai

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
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, o = IIS, ou =
person, email = 02a4f88b116545658844
2f36e4f1@iis.
c. a. 10. (2.4.85)74845a7076889a31aa
48555a9f888942ca4953102a4c4840
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c. Gujarat
serialNumber = 0F26623677399a83d6
3a89e195677163d4174152ca363d07
4870684848, cn = Ragin Ravindrabhai
Shah
Date: 2021.10.10 10:45:40 +0530





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 Darshal Rameshbhai

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.

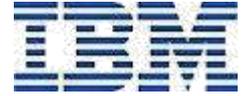
To confirm your acceptance of this offer, you are required to:

- 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:

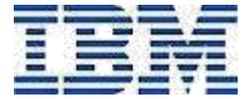
- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, 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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o = IBM, ou = Personal, email = 205,
serialNumber.1.2.3.4.5.6.7.8.9.10.11.12.13.14.15.16.17.18.19.20.21.22.23.24.25.26.27.28.29.30.31.32.33.34.35.36.37.38.39.40.41.42.43.44.45.46.47.48.49.50.51.52.53.54.55.56.57.58.59.60.61.62.63.64.65.66.67.68.69.70.71.72.73.74.75.76.77.78.79.80.81.82.83.84.85.86.87.88.89.90.91.92.93.94.95.96.97.98.99.100.101.102.103.104.105.106.107.108.109.110.111.112.113.114.115.116.117.118.119.120.121.122.123.124.125.126.127.128.129.130.131.132.133.134.135.136.137.138.139.140.141.142.143.144.145.146.147.148.149.150.151.152.153.154.155.156.157.158.159.160.161.162.163.164.165.166.167.168.169.170.171.172.173.174.175.176.177.178.179.180.181.182.183.184.185.186.187.188.189.190.191.192.193.194.195.196.197.198.199.200.201.202.203.204.205.206.207.208.209.210.211.212.213.214.215.216.217.218.219.220.221.222.223.224.225.226.227.228.229.230.231.232.233.234.235.236.237.238.239.240.241.242.243.244.245.246.247.248.249.250.251.252.253.254.255.256.257.258.259.260.261.262.263.264.265.266.267.268.269.270.271.272.273.274.275.276.277.278.279.280.281.282.283.284.285.286.287.288.289.290.291.292.293.294.295.296.297.298.299.300.301.302.303.304.305.306.307.308.309.310.311.312.313.314.315.316.317.318.319.320.321.322.323.324.325.326.327.328.329.330.331.332.333.334.335.336.337.338.339.340.341.342.343.344.345.346.347.348.349.350.351.352.353.354.355.356.357.358.359.360.361.362.363.364.365.366.367.368.369.370.371.372.373.374.375.376.377.378.379.380.381.382.383.384.385.386.387.388.389.390.391.392.393.394.395.396.397.398.399.400.401.402.403.404.405.406.407.408.409.410.411.412.413.414.415.416.417.418.419.420.421.422.423.424.425.426.427.428.429.430.431.432.433.434.435.436.437.438.439.440.441.442.443.444.445.446.447.448.449.450.451.452.453.454.455.456.457.458.459.460.461.462.463.464.465.466.467.468.469.470.471.472.473.474.475.476.477.478.479.480.481.482.483.484.485.486.487.488.489.490.491.492.493.494.495.496.497.498.499.500.501.502.503.504.505.506.507.508.509.510.511.512.513.514.515.516.517.518.519.520.521.522.523.524.525.526.527.528.529.530.531.532.533.534.535.536.537.538.539.540.541.542.543.544.545.546.547.548.549.550.551.552.553.554.555.556.557.558.559.560.561.562.563.564.565.566.567.568.569.570.571.572.573.574.575.576.577.578.579.580.581.582.583.584.585.586.587.588.589.590.591.592.593.594.595.596.597.598.599.600.601.602.603.604.605.606.607.608.609.610.611.612.613.614.615.616.617.618.619.620.621.622.623.624.625.626.627.628.629.630.631.632.633.634.635.636.637.638.639.640.641.642.643.644.645.646.647.648.649.650.651.652.653.654.655.656.657.658.659.660.661.662.663.664.665.666.667.668.669.670.671.672.673.674.675.676.677.678.679.680.681.682.683.684.685.686.687.688.689.690.691.692.693.694.695.696.697.698.699.700.701.702.703.704.705.706.707.708.709.710.711.712.713.714.715.716.717.718.719.720.721.722.723.724.725.726.727.728.729.730.731.732.733.734.735.736.737.738.739.740.741.742.743.744.745.746.747.748.749.750.751.752.753.754.755.756.757.758.759.760.761.762.763.764.765.766.767.768.769.770.771.772.773.774.775.776.777.778.779.780.781.782.783.784.785.786.787.788.789.790.791.792.793.794.795.796.797.798.799.800.801.802.803.804.805.806.807.808.809.810.811.812.813.814.815.816.817.818.819.820.821.822.823.824.825.826.827.828.829.830.831.832.833.834.835.836.837.838.839.840.841.842.843.844.845.846.847.848.849.850.851.852.853.854.855.856.857.858.859.860.861.862.863.864.865.866.867.868.869.870.871.872.873.874.875.876.877.878.879.880.881.882.883.884.885.886.887.888.889.890.891.892.893.894.895.896.897.898.899.900.901.902.903.904.905.906.907.908.909.910.911.912.913.914.915.916.917.918.919.920.921.922.923.924.925.926.927.928.929.930.931.932.933.934.935.936.937.938.939.940.941.942.943.944.945.946.947.948.949.950.951.952.953.954.955.956.957.958.959.960.961.962.963.964.965.966.967.968.969.970.971.972.973.974.975.976.977.978.979.980.981.982.983.984.985.986.987.988.989.990.991.992.993.994.995.996.997.998.999.1000.1001.1002.1003.1004.1005.1006.1007.1008.1009.1010.1011.1012.1013.1014.1015.1016.1017.1018.1019.1020.1021.1022.1023.1024.1025.1026.1027.1028.1029.1030.1031.1032.1033.1034.1035.1036.1037.1038.1039.1040.1041.1042.1043.1044.1045.1046.1047.1048.1049.1050.1051.1052.1053.1054.1055.1056.1057.1058.1059.1060.1061.1062.1063.1064.1065.1066.1067.1068.1069.1070.1071.1072.1073.1074.1075.1076.1077.1078.1079.1080.1081.1082.1083.1084.1085.1086.1087.1088.1089.1090.1091.1092.1093.1094.1095.1096.1097.1098.1099.1100.1101.1102.1103.1104.1105.1106.1107.1108.1109.1110.1111.1112.1113.1114.1115.1116.1117.1118.1119.1120.1121.1122.1123.1124.1125.1126.1127.1128.1129.1130.1131.1132.1133.1134.1135.1136.1137.1138.1139.1140.1141.1142.1143.1144.1145.1146.1147.1148.1149.1150.1151.1152.1153.1154.1155.1156.1157.1158.1159.1160.1161.1162.1163.1164.1165.1166.1167.1168.1169.1170.1171.1172.1173.1174.1175.1176.1177.1178.1179.1180.1181.1182.1183.1184.1185.1186.1187.1188.1189.1190.1191.1192.1193.1194.1195.1196.1197.1198.1199.1200.1201.1202.1203.1204.1205.1206.1207.1208.1209.1210.1211.1212.1213.1214.1215.1216.1217.1218.1219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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.

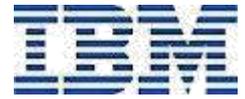
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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.*


Training and Placement Cell



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hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Ragin Ravindrabhai Shah,
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University, ou = Swarnajayanti Startup &
Innovation University, email =
ragin@swarnajayanti.edu.in, c = IN,
serialNumber = 0F36623677309A8346
3A89E19F67763B487815226A36A07
487048448E, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:40 +05'30'



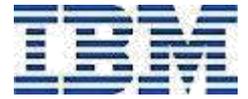
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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o = Swarnajayanti Startup & Innovation
University, ou = Ragin Ravindrabhai
Shah, email = ragin@swarnajayanti.edu.in,
c = IN, serial = 2024.10.10.10.45.54 +05'30'



- *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.


Training and Placement Cell

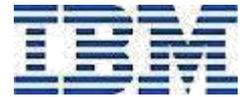


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o = Swarnajayanti Startup & Innovation
University, ou = Training and Placement
Cell, email = ragin@swarnajayanti.edu.in,
c = IN

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ANNEXURE A

DATE	July 19, 2021		
NAME	Patel Darshal Rameshbhai	BAND	06G
DESIGNATION	Security Analyst	LOCATION	Bangalore
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
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.

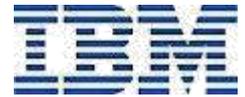
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.


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4870684446, cn = Ragin Ravi, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Gujarat



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.

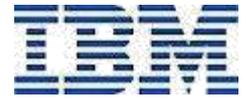
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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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Date: 2024.10.10 10:45:40 +05'30'



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.

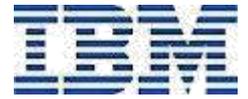
My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

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



Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=IBM, o=Personal, title=CEO, postalCode=0249886, st=Delhi, email=ragin@ibm.com, c=IN
c=IN, o=IBM, ou=Swarnajayanti Startup & Innovation University, email=ragin@ibm.com, c=IN
serialNumber=09360257739088200, email=ragin@ibm.com, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 16:45:46 +05'30'



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 Khorasiya Parthkumar Shantilal

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.

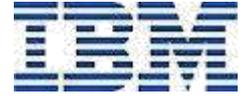



Training and Placement Cell



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Date: 2021.10.10 10:45:40 +0530



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:

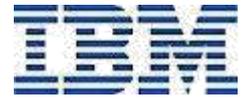
- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, 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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- *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.*

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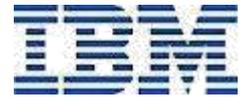
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ANNEXURE A

DATE	<i>July 19, 2021</i>		
NAME	<i>Khorasiya Parthkumar Shantilal</i>	BAND	<i>06G</i>
DESIGNATION	<i>Security Analyst</i>	LOCATION	<i>Bangalore</i>
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		<i>232264</i>	
2. Annual Flexible Benefit Plan (FBP)		<i>278716</i>	
3. Annual Reference Salary (ARS)		<i>510980</i>	
4. Retirals			
<i>a) Provident Fund (PF)</i>		<i>27872</i>	
<i>b) Gratuity @ 4.8%</i>		<i>11149</i>	
5. Annual Reference Salary + Retirals		<i>550000</i>	

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.

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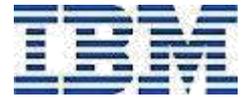
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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Date: 2024.10.10 10:45:40 +0530



OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

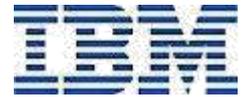
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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.)


Training and Placement Cell



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Digitally signed by 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


Training and Placement Cell





Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Khorasiya Parthkumar Shantilal,

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)).

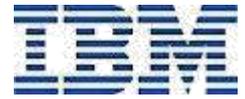
We wish you all the best for a rewarding career with IBM India. If you have any queries, please write to eschoolhiring@in.ibm.com

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.


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.

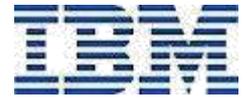
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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.

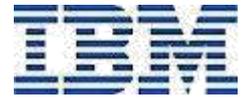
My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>



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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 Uday Sashinchandra Desai

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.

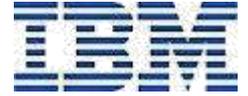
To confirm your acceptance of this offer, you are required to:

- 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:

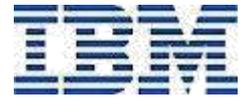
- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, 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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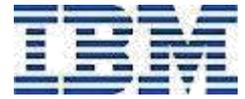


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salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

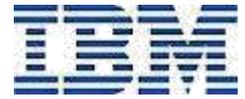
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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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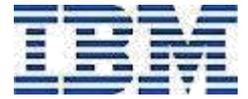
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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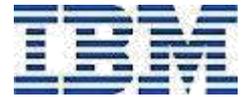
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IBM CONFIDENTIAL

ANNEXURE A

DATE	<i>July 19, 2021</i>		
NAME	<i>Uday Sashinchandr a Desai</i>	BAND	<i>06G</i>
DESIGNATION	<i>Security Analyst</i>	LOCATION	<i>Bangalore</i>
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		<i>232264</i>	
2. Annual Flexible Benefit Plan (FBP)		<i>278716</i>	
3. Annual Reference Salary (ARS)		<i>510980</i>	
4. Retirals			
<i>a) Provident Fund (PF)</i>		<i>27872</i>	
<i>b) Gratuity @ 4.8%</i>		<i>11149</i>	
5. Annual Reference Salary + Retirals		<i>550000</i>	

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.

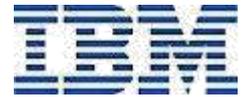
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

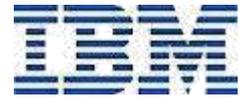
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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.)


Training and Placement Cell



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Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Ragin Ravindrabhai, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Gujarat, serialNumber = 0F36623677309A834C
3A89E10F67763B41741522CA363A007
4870684848, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:40 +05'30'



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

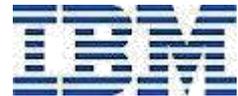
All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- 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


Training and Placement Cell





Important Letter on Transfer / Relocation / Type of Work Assigned

Date – July 19, 2021

Dear Uday Sashinchandra Desai,

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.

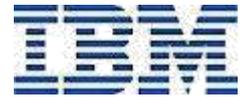


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Training and Placement Cell



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.

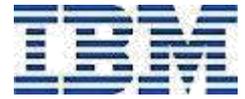
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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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[1] Reason: I have signed
[2] Date: 2025.10.10 10:45:40 +05'30'
[3] Digest: sha256
[4] Version: 3.0
[5] Content-Type: application/pdf
[6] Content-Disposition: inline
[7] Content-Transfer-Encoding: base64
[8] Content-Description: Ragin Ravindrabhai Shah
Date: 2025.10.10 10:45:40 +05'30'





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.

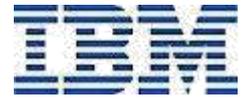
The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, 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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serial=809090, c=IN, postalCode=7410542698844,
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c=IN, o=IBM, ou=IBM, email=2025, serial=809090,
c=IN, postalCode=7410542698844,
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serialNumber=0F266237723998826c,
serial=19767776304174152, cn=Ragin Ravindraba
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Date: 2025.10.10 10:45:40 +0530



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 Mehta Nidhi Ashishkumar

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.

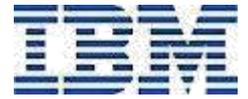
To confirm your acceptance of this offer, you are required to:

- 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

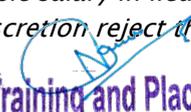

Training and Placement Cell





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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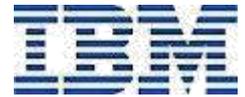


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o = Swarnajayanti Startup & Innovation
University, ou = Training and Placement
Cell, email = ragin@swarnajayanti.edu.in,
c = IN

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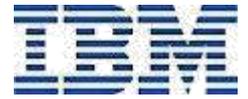
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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DN: cn = Ragin Ravindrabhai, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, ou = Swarnajayanti Startup & Innovation University, ou = Ragin Ravindrabhai
Date: 2024.10.10 10:45:40 +0530



- *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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DN: cn = Ragin Ravindrabhai Shah,
o = Swarnajayanti Startup & Innovation
University, ou = Ragin Ravindrabhai
Shah, email = ragin@swarnajayanti.edu.in,
c = IN

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OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

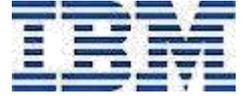
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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.)


Training and Placement Cell



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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Gujarat, serialNumber = 0F36623F77399A834C3A89E19F67763B4174152, cn = Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:40 +05'30'



SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

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

SIGNATURE

PRINTED NAME

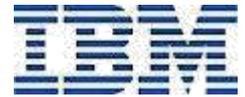
DATE



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DN: cn = Personal, o = SIOS,
ou = SIOS, email = 0234988@14054658844
@sios.in,
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ou = SIOS, email = 0234988@14054658844@sios.in,
cn = Ragin Ravindrabhai
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Training and Placement Cell



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

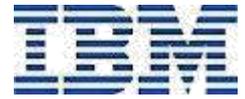
All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- 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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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.

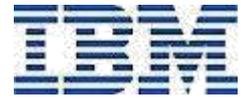
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement 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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Date: 2025.10.10 10:45:40 +0530



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.

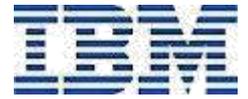
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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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Date: 2024.10.10 10:45:40 +05'30'



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 Gohil Bhargav Dayabhai

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

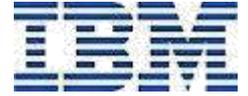

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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (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:

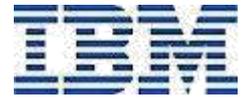
- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, 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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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.

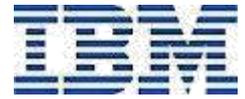
- *IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:*
 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their 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 Medclaim 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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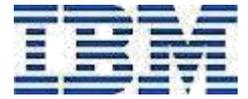
- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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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o = Swarnajayanti Startup & Innovation
University, ou = Ragin Ravindrabhai
Shah, email = ragin@swarnajayanti.edu.in,
c = IN



- *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.

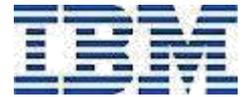

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IBM CONFIDENTIAL

ANNEXURE A

DATE	<i>July 19, 2021</i>		
NAME	<i>Gohil Bhargav Dayabhai</i>	BAND	<i>06G</i>
DESIGNATION	<i>Security Analyst</i>	LOCATION	<i>Bangalore</i>
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		<i>232264</i>	
2. Annual Flexible Benefit Plan (FBP)		<i>278716</i>	
3. Annual Reference Salary (ARS)		<i>510980</i>	
4. Retirals			
<i>a) Provident Fund (PF)</i>		<i>27872</i>	
<i>b) Gratuity @ 4.8%</i>		<i>11149</i>	
5. Annual Reference Salary + Retirals		<i>550000</i>	

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.

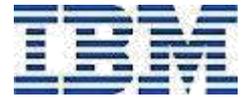
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

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Date: 2021.10.10 10:45:46 +05'30'



OTHER BENEFITS:

- *By default, you will be enrolled in the Group Medclaim 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))

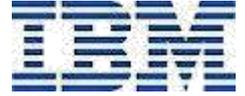
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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.)


Training and Placement Cell



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Ravindrab
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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN, st = Gujarat, serialNumber = 0F36623677309A83463489E19F67763B4174152, cn = Ragin Ravindrabhai Shah
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SIGNATURE

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DATE OF JOINING

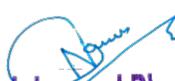
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VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

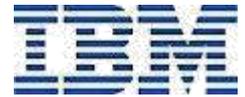
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Other Benefits- Additional Information*

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

By default, you will be enrolled in the Group Mediciam 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 Mediciam 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

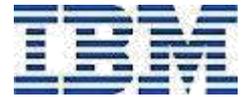
Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciam Insurance Policy.


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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:

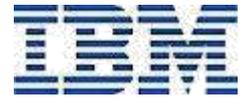
1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as 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.

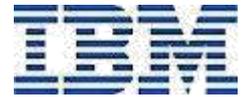
The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing,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



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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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

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Date: 2024.10.10 10:41:46 +05'30'



Letter of Appointment

Date: 3rd June 2021

Subject: Appointment Letter for Interior Design Services

Dear Thakkar Dhara Niranjnabhai,

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:

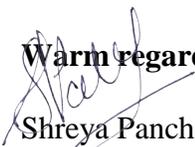
- Schedule an initial project kickoff meeting to discuss the project scope, timelines, and any specific requirements or preferences you may have.
- Begin the detailed planning phase, where our designers will develop initial concepts and layouts for your review.
- Work closely with you to refine these 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

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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


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Letter of Appointment

Date: 3rd June 2021

Subject: Appointment Letter for Interior Design Services

Dear Hemant Patel,

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

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Date: 2021.06.03 10:45:46 +0530



Letter of Appointment

Date: 3rd June 2021

Subject: Appointment Letter for Interior Design Services

Dear Parikh Pratik Akash,

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:

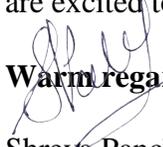
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Warm regards,


Shreya Panchal
Director Head, Client Management


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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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Professional Development Allowance	24,000
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Fuel and Maintenance	39,600**
LTA	60,000
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The performance pay is calculated on annual basic or the basic that you would have earned during the year.

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customerrelations.int@interior.inc


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Letter of Appointment

Date: 3rd June 2021

Subject: Appointment Letter for Interior Design Services

Dear Patel Riddhi Anilkumar,

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:

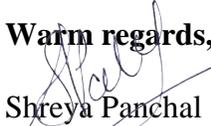
- Schedule an initial project kickoff meeting to discuss the project scope, timelines, and any specific requirements or preferences you may have.
- Begin the detailed planning phase, where our designers will develop initial concepts and layouts for your review.
- Work closely with you to refine these 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

Ragin
Ravindrab
hai Shah

Letter of Appointment

Date: 3rd June 2021

Subject: Appointment Letter for Interior Design Services

Dear Gajjar Rutwika Kalpesh,

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:

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Warm regards,


Shreya Panchal
Director Head, Client Management


Training and Placement Cell

Ragini
Ravindrab
hai 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

Lakmé Lever Pvt.Ltd,

Regd. Office: Unilever House, B. D. Sawant Marg, Chakala, Andheri (East), Mumbai – 400 099 CIN : U24247MH2008PTC188539 Tel : +91 (22) 3983 0000 Email: comsec.hul@unilever.com

Correspondence Address: 1st Floor, Shreeniwas House, H. Somani Marg, Behind Bombay Gymkhana, Fort, Mumbai - 400 001.

Ragin

Ravindrab

hai Shah

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Mobile No. +91 9136994709



10th May 2021

Patel Mitali Dineshbhai
Swarnim Startup & Innovation University
Gandhi Nagar,
Gujarat

Subject: Letter Of Appointment to join Lakme Lever as
Trainee Fashion Assistant

Dear Mitali,

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

Lakmé Lever Pvt.Ltd,

Regd. Office: Unilever House, B. D. Sawant Marg, Chakala, Andheri (East), Mumbai – 400 099 CIN : U24247MH2008PTC188539 Tel : +91
(22) 3983 0000 Email: comsec.hul@unilever.com

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Ragin
Ravindrabhai Shah
Mobile No. +91 9136994709

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Nishigandha Kulkarni
Head – HR & Training
Lakme Lever Private Limited

I have read and accept the AO.

DOJ

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



The performance pay is calculated on annual basic or the basic that you would have earned during the year.

Studio
Vora Jayesh
Jayesh Vora

Architectural Services Head

customerrelations@studio.inc

Raghu
Training and Placement Cell

Ragin
Ravindrab
hai Shah

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Studio
Vora Jayesh
Jayesh Vora

Architectural Services Head

customerrelations@studio.inc

Ragin
Training and Placement Cell

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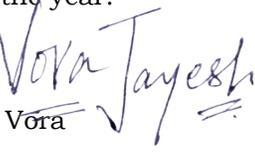
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Jayesh Vora



Architectural Services Head

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Training and Placement Cell

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Vora Jayesh
Jayesh Vora

Architectural Services Head

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Raghu
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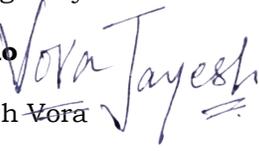
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Training and Placement Cell

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Letter of Appointment

Date: 28th June 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Mohik Pankajbhai Acharya,

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.
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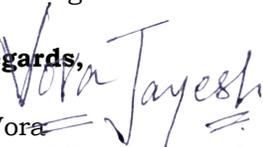
We are committed to maintaining open and regular communication throughout this project to ensure transparency and collaboration. Our goal is to make this process as seamless and enjoyable as possible for you.

Thank you for choosing us for your Interior 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,

Jayesh Vora
Architectural Services Head



Ragin
Ravindrab
hai Shah

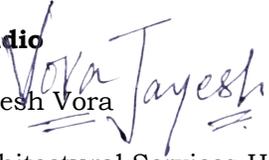
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The performance pay is calculated on annual basic or the basic that you would have earned during the year.

Studio

Jayesh Vora



Architectural Services Head

customerrelations@studio.inc



Training and Placement Cell

Ragin
Ravindrab
hai Shah

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ou = HRM, o = IIT Gandhinagar, email =
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Studio *Vora Jayesh*
Jayesh Vora

Architectural Services Head

customerrelations@studio.inc

Raghu
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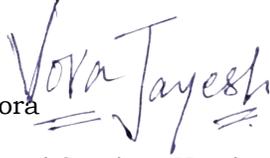
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node urban lab

Letter of Appointment

Date: 20th April, 2021

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Jaymin Jadav,

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.

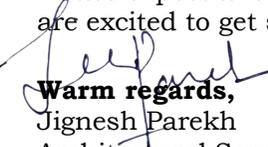
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Thank you for choosing us for your Urban Planning needs. We are confident that our expertise and dedication will result in a space that you will be proud of. We look forward to a successful partnership and to making your vision a reality.

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
Architectural Services Head


Training and Placement Cell

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Ravindrab
hai Shah

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Date: 2021.04.20 10:45:46 +05'30'





node urban lab

Letter of Appointment

Date: 20th April, 2021

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Rasmita Amrutbhai Patel,

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.

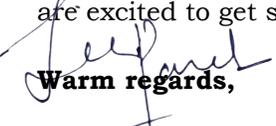
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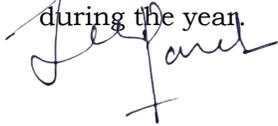
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*Allowances and reimbursements will be a part of the compensation structure based on the electives on joining. The electives will be carved out of the Special allowance component of the salary.

** 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.



Jignesh Parekh

Architectural Services Head

customerrelations@studio.inc



Training and Placement Cell

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Ravindrab
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Shah
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node urban lab

Letter of Appointment

Date: 20th April, 2021

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Vatsal Thakkar,

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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Ravindraben
hai Shah

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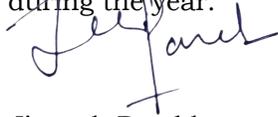
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*Allowances and reimbursements will be a part of the compensation structure based on the electives on joining. The electives will be carved out of the Special allowance component of the salary.

** 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.



Jignesh Parekh

Architectural Services Head

customerrelations@studio.inc



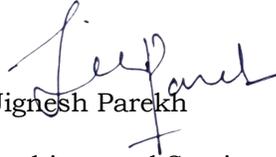
Training and Placement Cell



*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.


Jignesh Parekh

Architectural Services Head

customerrelations@studio.inc


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node urban lab

Letter of Appointment

Date: 20th April, 2021

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Manoj Anil Joshi,

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.

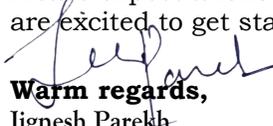
As part of our next steps, we will:

- 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
Architectural Services Head


Training and Placement Cell

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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	
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


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ANNEXURE 'A'

Salary Details (A)	Entitlement Per Month (INR)	Entitlement Per Annum (INR)
Basic	15,500	186,000
House Rent Allowance	4,154	49,853
Conveyance	1,600	19,200
Total	21,254	255,053
Statutory Benefits (B) #		
Gratuity		8,947
Total Fixed Compensation (A) + (B)	22,000	264,000
Performance Bonus*		36,000
Total Cost To Company	25,000	300,000
Deductions (C)		
PT	200	2,400
Net Salary (Before Tax) (A)-(C)	21,054	252,653

Insurance Coverage	Annual Amount
Group Medical Coverage	200,000
Group Personal Accident	1,000,000


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3. **ESIC** – As per compensation mentioned above if you are eligible for ESIC then, you will be covered under Employee's State Insurance Act wherein, the Company will contribute towards statutory rate. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.

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

1. **Group Medical Insurance** – In accordance with the Company policy you shall be covered under the Medical Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.
2. **Group Personal Accident Insurance** – In accordance with the Company policy you shall be covered under the Personal Accident Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.
3. **Annual Leave/Public Holidays** – You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

You are required to treat this letter and its contents as strictly confidential and should not disclose same to any person or entity without our written consent.



Regards,
Human Resource
For NeoSOFT Technologies



Training and Placement Cell

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Appointment Letter

16-05-2021

Dear **Yadav Akash Rituraj**,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **03-06-2021**.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!


Anand Prakash

Director & Co-

founder

Vedantu Innovations Pvt. Ltd.


Training and Placement Cell

Vedantu Innovations Pvt. Ltd.

#1081, 2nd, 3rd & 4th Floor, 14th Main, Sector-3 HSR Layout, Bangalore, Karnataka, India 560102

CIIN: U72900KA2011PTC060958

www.vedantu.com

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Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=Vedantu Innovations Pvt. Ltd., ou=HR, email=Ragin.Ravindrabhai.Shah@vedantu.com, c=IN, postalCode=560102, serialNumber=093602577399a83d8c, serialNumber=093602577399a83d8c, email=Ragin.Ravindrabhai.Shah, cn=Ragin Ravindrabhai Shah
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Annexure A

SALARY COMPUTATION		
Components	Per Annum	Per Month
Components Structure		
CTC as per offer	3,30,000	27,500
Employer Contribution to Provident Fund	21,600	1,800
NET CTC	3,08,400	25,700
Basic	1,80,000	15,000
Hra	72,000	6,000
Statutory Bonus	16,200	1,350
Sub Total A	2,68,200	22,350
Special Allowance	40,200	3,350
Fbp Sub Total B	40,200	3,350
Sub Total A And B	3,08,400	25,700
Deductions		
Provident Fund	21,600	1,800
Pt	2,400	200
Total Deductions	24,000	2,000
Estimated Take Home	2,84,400	23,700

* TDS applicable as per Income Tax and other applicable law.


Training and Placement Cell

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Appointment Letter

16-05-2021

Dear **Jainam Vinodchandra Shah**,

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team at Bangalore**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **03-06-2021**.

Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.

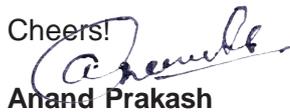
You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **03-06-2021**.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!


Anand Prakash

Director & Co-

founder

Vedantu Innovations Pvt. Ltd.


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Annexure A

SALARY COMPUTATION		
Components	Per Annum	Per Month
Components Structure		
CTC as per offer	3,30,000	27,500
Employer Contribution to Provident Fund	21,600	1,800
NET CTC	3,08,400	25,700
Basic	1,80,000	15,000
Hra	72,000	6,000
Statutory Bonus	16,200	1,350
Sub Total A	2,68,200	22,350
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Sub Total A And B	3,08,400	25,700
Deductions		
Provident Fund	21,600	1,800
Pt	2,400	200
Total Deductions	24,000	2,000
Estimated Take Home	2,84,400	23,700

* TDS applicable as per Income Tax and other applicable law.


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Annexure A

SALARY COMPUTATION		
Components	Per Annum	Per Month
Components Structure		
CTC as per offer	3,30,000	27,500
Employer Contribution to Provident Fund	21,600	1,800
NET CTC	3,08,400	25,700
Basic	1,80,000	15,000
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ou = HR, email = ragin@vedantu.com,
cn = Ragin Ravindrabhai Shah
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Appointment Letter

17th August, 2020

To,
Mr. Chauhan Rakesh Gulabbhai

Dear Chauhan Rakesh Gulabbhai

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

During the first month (including training) you would be paid remuneration of **Rs.25,000/-pm**. If target of first month is achieved (100%) then your salary will be revised to **Rs.40,000/-pm** (As per below table) effective from second month and arrears of the first month will also be paid to you.

If in case you fail to achieve the target for first month, then extension of one more month will be given at a remuneration of **25,000/-pm**.

Particulars	(Amount in Rupees.)	
	Per Month	Per Annum
Basic Salary	16,000	1,92,000
House Rent Allowance	8,000	96,000
Transport Reimbursement	1,600	19,200
Telephone Reimbursement	500	6,000
Statutory Bonus (Paid Monthly)	1,400	16,800
Special Allowance	12,500	1,50,000
Total	40,000	4,80,000
Daily Travel Reimbursement	3,000	36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	10,000	1,20,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	2,000	24,000
CTC: Six Lakh Sixty Thousand only p.a.	55,000	6,60,000

Regards,
Jaro Education



Sushant Mallya
General Manager – Human Resource

I agree to the above terms & conditions _____ Dated _____



Training and Placement Cell



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Appointment Letter

17th August, 2020

To,
Mr. Tarun Singh

Dear Tarun Singh

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Graduate Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Officer".

Find below compensation details:

During the first month (including training) you would be paid remuneration of **Rs.25,000/-pm**. If target of first month is achieved (100%) then your salary will be revised to **Rs.40,000/-pm** (As per below table) effective from second month and arrears of the first month will also be paid to you.

If in case you fail to achieve the target for first month, then extension of one more month will be given at a remuneration of **25,000/-pm**.

Particulars	(Amount in Rupees.)	
	Per Month	Per Annum
Basic Salary	16,000	1,92,000
House Rent Allowance	8,000	96,000
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CTC: Six Lakh Sixty Thousand only p.a.	55,000	6,60,000

Regards,
Jaro Education



Sushant Mallya
General Manager – Human Resource

I agree to the above terms & conditions _____ Dated _____




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Ravindrab
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Annexure-1

Students are requested to bring the following documents in original, along with two photocopies of each.

Required documents:

- 1 - All Educational Certificates with mark sheets
- 2 - Provisional mark sheet/ certificate (if not graduated)
- 3 - Aadhar Card
- 4 - PAN Card
- 5 - Valid Passport (Optional)
- 6 - Recent passport-sized color photograph (3 copies)
- 7 - Front page of Bank passbook (Where A/C no. & IFSC code are clearly mentioned)
- 8 - Aadhar Card of parents
- 9 - Post card sized photo of the student with parents

Details pertaining to remuneration are confidential and may strictly be treated as such.

If you have any queries, Please feel free to contact **Monalisha Pradhan**, HR Executive as below:

Contact No.: **7899992200**

E mail: hr@dhatuonline.com

Thanking You & Wishing You Best of Luck.

For Dhatu Online Solutions Pvt. Ltd

(Akshyansu Mahapatra)
Director




Training and Placement Cell



To,

Sanjana Sadish Nair

13/January/2021

Bangalore

Sub: Appointment Letter.

Dear Sanjana Sadish Nair,

Greetings from Dhatu Online Solutions Pvt. Ltd.

Congratulations!!!!

Please let this letter serve as our official statement of intention to hire you as "**Trainee Sales & Marketing Executive**" after the completion of your BBA degree. **Your Cost to Company (CTC) will be `3 Lac per annum.** Detailbreakup of the CTC will be provided in the appointment letter as per the company policy.

Confirmation of employment with Dhatu Online Solutions Pvt. Ltd is subjected to your joining on **13th July 2021** & submission of all mandatory documents (**Annexure-1**) and thereafter performance during the probation period. In case of non-submission of any mandatory document(s), you will be required to sign a declaration of undertaking of the actual date of submission of the document(s). Non-submission of the document(s) on the said date might lead to termination of employment.

You will be required to enter into a **Service Agreement (24 months)** to be executed between you and the Company on the day of joining. The detailed appointment Letter will be handed over to you on the date of joining.


Training and Placement Cell



9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

11.3 Termination upon Death. If the employee dies during the period of employment this Agreement shall then be terminated. The employment Agreement may terminate upon proper notice after a merger or sale of assets by the Thrillophilia.

11.4 Termination or Assignment on Merger. In the event of a merger where the Thrillophilia is not the surviving entity, or of a sale of all or substantially all of the Thrillophilia's assets, the Thrillophilia may, at

its sole option (1) assign this Agreement and all rights and obligations under it to any business entity that succeeds to all or substantially all of the Thrillophilia's business through that merger or sale of assets, or

(2) on at least 30 days prior written notice to the Employee, terminate this Agreement effective on the date of the merger or sale of assets.

12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

- (1) on the date of service, if served personally on the party to whom notice is to be given, or
- (2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

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15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

Thrillophilia Offer Letter & Employment Agreement

Congratulations Rishi Bhutesh Barot

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

Thrillophilia is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2021 to Rishi Bhutesh Barot**. The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2021**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive



and

Rishi Bhutesh Barot

Signature -



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, title = CEO,
ou = Thrillophilia, o = Thrillophilia,
c = IN, email = ragin@thrillophilia.com,
serial = 1, version = 3
Date: 2021.03.05 10:41:46 +05'30'



Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000

Variable component per annum: INR 60,000

*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

Terms and Conditions

1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

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15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

17. Confidentiality

Even after the termination of the Agreement, the Employee may still have certain responsibilities such as keeping information confidential for five years and he cannot share any business secrets of Thrillophilia. Any information related to compensation need not be disclosed or discussed with any colleague.

18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

Agreed to and Accepted by: _

Dabbiwala Mohammed Abrar

Date: 05/03/2021



Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, title = CEO,
ou = Thrillophilia, o = Thrillophilia,
c = IN, email = ragin@thrillophilia.com,
serial = 2021030510104546, version = 1,
uniqueIdentifier = 03062597359982d6
3a8e10f67763d474352ca03d07
4d7064448c, cn = Ragin Ravindrabhai
Shah
Date: 2021.03.05 10:45:46 +05'30'



29th December 2021

Mr. Parthiv Girishbhai Soni
Ahmedabad

LETTER OF OFFER

Mr. Parthiv Girishbhai Soni

With reference to your interest and subsequent interview, we are pleased to offer you the post of 'Recruitment Executive', on the following terms and conditions:

1. Till your 3 months of training period, you will be shared stipend of Rs 10,000/- per month. After that your remuneration will be as follows:

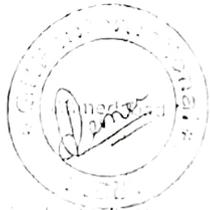
Particular	Amount
PF EMPLOYER (BASIC *12%)	990
ESIC (Gross*3.25%)	410
GROSS	13790.84
CTC	15237.96
BASIC (GROSS SALARY*60%)	8274.50
HRA (BASIC*40%)	3309.80
Bonus (Basic*8.33%)	688.71
Attendance Allowance	1517.84
GROSS TOTAL	13790.84
PF EMPLOYEE (BASIC*12/100)	993.36
ESIC	103.43
PT	200
NET SALARY	12500

Apart from salary also there is below details for Variable Components:

Incentive Slab Structure	
Less than: 10 LPA	Rs 500/-
10-20 LPA	Rs 1500/-
20-50 LPA	Rs 3000/-
More than: 50 LPA	Rs 6000/-

2. Training Period: Three Months
3. Probation-Period: Six months
4. Accommodation: No
5. Posting: Ahmedabad
6. Statutory deductions-prevailing from time to time shall apply.

Ravindra
Training and Placement Cell



1st Floor, Sadbhav Complex, Nilgiri Society, Near Kirti Nagar, Ahmedabad, Gujarat



Ragini
Ravindraben
Ragini Shah

Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=GME INTERNATIONAL, ou=HR, email=ragini@me.com, c=IN
Date: 2021.12.29 10:45:46 +0530



29 December 2021

Mr. Satyajitsingh Bhupendrasin Chavda
Ahmedabad

LETTER OF OFFER

Mr. Satyajitsingh Bhupendrasin Chavda

With reference to your interest and subsequent interview, we are pleased to offer you the post of 'Recruitment Executive', on the following terms and conditions:

1. Till your 3 months of training period, you will be shared stipend of Rs 10,000/- per month. After that your remuneration will be as follows:

Particular	Amount
PF EMPLOYER (BASIC *12%)	390
ESIC (Gross*3.25%)	448
GROSS	13795.84
CTC	15237.84
BASIC (GROSS SALARY*60%)	8278
HRA (BASIC*40%)	3311
Bonus (Basic*8.33%)	690
Attendance Allowance	1517.84
GROSS TOTAL	13795.84
PF EMPLOYEE (BASIC*12/100)	993.30
ESIC	103.48
PT	200
NET SALARY	12500

Apart from salary also there is below details for Variable Components:

Incentive Slab Structure	Amount
Less than: 10 LPA	Rs 500/-
10-20 LPA	Rs 1500/-
20-50 LPA	Rs 3000/-
More than: 50 LPA	Rs 6000/-

2. Training Period: Three Months
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4. Accommodation: No
5. Posting: Ahmedabad
6. Statutory deductions prevailing from time to time shall apply.


Training and Placement Cell



Ragin Ravindra
Ravindra
hai Shah
18, P.O. Saijivay Complex, Nilgiri Society, Near Himmat Mall, Ahmedabad, Gujarat

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.


Training and Placement Cell

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 flexible in 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 employee of the Company or any of its related companies; or

Training and Placement Cell



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 _____
(Mewara Meghna Rajendrakumar)


Training and Placement Cell



You Are Awesome!

Offer Letter

Six Dee Telecom Solutions


Training and Placement Cell

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, title = IIS, o =
6dtech, ou = 02ae98bb1a442e98bb44
038ae0f15e,
c = IN, email = ragin@6dtech.co.in,
serialNumber = 02ae98bb1a442e98bb44
038ae0f15e,
dnQualifier = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:41:46 +05'30'

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



- 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 be resolved 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 with the 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



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.

Training and Placement Cell



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 flexible in 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
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- 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 employee of the Company or any of its related companies; or

Training and Placement Cell

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

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Training and Placement Cell

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 of joining. If the background 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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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 Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your 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.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature


Training and Placement Cell



7. Leave

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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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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



Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Dhruv Premjibahi

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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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)
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Training and Placement Cell

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Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
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ragin@iitgn.ac.in, c = IN,
st = Gujarat, serialNumber = 030625973098624c,
signature = 7634174352a063d67
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Shah
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Training and Placement Cell



Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Dvij Nitinkumar

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Training and Placement Cell



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hai Shah

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DN: cn = Personal, title = SDO,
ou = dhym, o = dhym, email = ragin@dhym.com,
c = IN, postalCode = 380015,
serialNumber = 930629775996326
348E1F92776341745520A030507
4E70E4446, cn = Ragin Ravindrabhai
Shah
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Its mandate to submit the below mentioned documents at the time of your joining

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 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
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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.
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
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6. Address Proof (Kindly provide all the below mentioned documents)
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Encl: Annexure A - Compensation Details
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ragin@iope.com, c = IN
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I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature


Training and Placement Cell



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 of joining. If the background 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



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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DN: cn = Personal, title = AGM,
ou = iOPEX, o = iOPEX, email =
ragin@iope.com, c = IN
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st = Gujarat,
serialNumber = 0306026735998246
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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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ou = DPO, o = IIT Gandhinagar, email =
ragin@iitg.ac.in,
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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 **Sales & Marketing 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 will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

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 Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your 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.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature


Training and Placement Cell



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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1st March, 2021

Ref: OPEX/RRF4108.CAN/1854002033

APPOINTMENT LETTER

To,
Patel Parth Pareshbhai

Dear Parth,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing 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 10, 2021.

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 may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled 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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Date: 2024.10.10 10:43:46 +0530

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 of joining. If the background 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



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



Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Parth Pareshbhai

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing 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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Startup & Innovation University, ou=Training
and Placement Cell, cn=Ragin Ravindrabhai
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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 of your 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 other documents available in our portal myportal.iope.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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serialNumber = 030622973599832d,
surname = Ragin Ravindrabhai
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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 **Sales & Marketing 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 will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

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 Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your 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.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature


Training and Placement Cell



1st March, 2021

Ref: OPEX/RRF4108.CAN/1854002034

APPOINTMENT LETTER

To,
Patel Parth Rakesh Kumar

Dear Parth,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing 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 June10,2021.

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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Digitally signed by Ragin Ravindrabhai
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DN: cn = Personal, title = ITO,
ou = OPEX, o = OPEX, email = ragin@iopes.com,
c = IN, st = Karnataka, postalCode = 560001,
serialNumber = 0306026735998624c
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Shah
Date: 2024.10.10 10:45:46 +05'30'



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 may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled 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 of joining. If the background 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



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 Parth Rakesh Kumar

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing 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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DN: cn = Personal, title = AGM,
ou = HRM, o = Swarnajyoti Startup &
Innovation University, email =
ragin@swarnajyoti.edu.in,
c = IN, postalCode = 380015,
st = Gujarat,
serialNumber = 9306229735998246,
uniqueIdentifier = 552a2a35d67
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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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DN: cn = Personal, title = IAS,
ou = HR Dept, o = Swarnajyoti Startup &
Innovation University, email = ragin@swarnajyoti.edu.in,
c = IN, email = ragin@swarnajyoti.edu.in,
ou = HR Dept, o = Swarnajyoti Startup &
Innovation University, email = ragin@swarnajyoti.edu.in,
c = IN

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 of your 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 other documents available in our portal myportal.iope.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



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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1st March, 2021

Ref: OPEX/RRF4108.CAN/1854002036

APPOINTMENT LETTER

To,
Patel Raj Vinodbhai

Dear Raj,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing 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 10, 2021.

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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DN: cn = Personal, title = CEO,
ou = iOPEX, o = iOPEX Technologies,
c = IN, email = ragin@iopext.com,
serial = 1854002036, version = 1,
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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 of joining. If the background 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



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 Raj Vinodbhai

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing 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

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- 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



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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ou = DPO, o = IIT Gandhinagar, email =
ragin@iitgn.ac.in, c = IN, st = Gujarat,
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Date: 2024.10.10 10:41:46 +0530



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 of your 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 other documents available in our portal myportal.iope.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 **Sales & Marketing 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 will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

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 Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your 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.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature


Training and Placement Cell



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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1st March, 2021

Ref: OPEX/RRF4108.CAN/1854002038

APPOINTMENT LETTER

To,
Patel Savankumar Vasantbhai

Dear SavanKumar,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing 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 10, 2021.

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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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 of joining. If the background 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



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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Digitally signed by Ragin Ravindra
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DN: cn = Personal, title = AGO,
ou = iOPEX, o = iOPEX, email =
ragin@iope.com, c = IN, st = TN,
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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Savankumar Vasantbhai

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing 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			
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Employer Contributions			
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	Sub-Total	1,739	20,868
	TOTAL CTC	25,000	300,000
	Net Pay	21,904	262,843

b) Retirals

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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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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 **Sales & Marketing 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 will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

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 Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your 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.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature


Training and Placement Cell



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

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, title = AGM,
ou = DPM, o = IIT Gandhinagar, email =
ragin@iitgn.ac.in, c = IN,
serialNumber = 03062597309862dc
3a8e0f9277634174352a063d67
4d7064446, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'



1st March, 2021

Ref: OPEX/RRF4108.CAN/1854002039

APPOINTMENT LETTER

To,
Patel Sohil Rameshbhai

Dear Sohil,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing 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 10, 2021.

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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Ravindrab
hai Shah



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 may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled 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



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



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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hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, title = AGM,
ou = DPO/HRM, o = IIT Gandhinagar,
c = IN, email = ragin@iitgn.ac.in,
serial = 1481, version = 3
Date: 2024.10.10 10:41:46 +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 of your 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 other documents available in our portal myportal.iope.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



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 **Sales & Marketing 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 will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

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 Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your 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.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature


Training and Placement Cell



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

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, title = AGM,
ou = HRM, o = IIT Gandhinagar,
c = IN
3 4 20 244874446207688901100
48181097881010009331000480
27931481, postalCode = 382015,
st = Gujarat,
serialNumber = 03060267710986326
34881092776304194, serialNumber =
4810948486, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'



Ref: MMFSL/Dec-2020/MT/HRD/C1854002040

Date: December 12, 2020

Mr. Patel Tejas Shaileshkumar

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Patel Tejas Shaileshkumar,

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 – **L80** 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


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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 **June 10,2021**.

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
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Mahindra & Mahindra Financial Services Ltd., email = ragin@mahindra.com, c = IN
Date: 2021.06.10 10:45:46 +05'30'



Ref: MMFSL/Dec-2020/MT/HRD/C1854002042

Date: December 12, 2020

Mr. Rai Nabham Harisankar

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Rai Nabham Harisankar,

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 – **L80** 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

*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 Medclaim 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 **June 10,2021**.

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
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Personal, title = SVP,
ou = Mahindra, o = Mahindra & Mahindra
Financial Services Ltd., email = ragin@mahindra.com,
c = IN, postalCode = 400015,
st = Gujarat,
serialNumber = 030602677109968206,
uniqueIdentifier = 763041745520063067,
emailAddress = Ragin@mahindra.com,
c = IN,
Date: 2021.10.10 10:45:46 +05'30'



Ref: MMFSL/Dec-2020/MT/HRD/C1854002044

Date: December 12, 2020

Ms.Rajput Tanha Alpeshbhai

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Ms.Rajput Tanha Alpeshbhai,

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 – **L80** 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

*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 Medclaim 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 **June 10,2021**.

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
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- 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
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Mahindra & Mahindra Financial Services Ltd., email = ragin@mahindra.com, c = IN
Date: 2021.06.10 10:45:46 +05'30'



Ref: MMFSL/Dec-2020/MT/HRD/C1854002046

Date: December 12, 2020

Mr. Shukla Harsh Hiteshbhai

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Shukla Harsh Hiteshbhai,

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 – **L80** 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:

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Training and Placement Cell

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

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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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2. The Employee, spouse, children and two dependents will be covered under Group Medclaim policy to a maximum amount of **Rs. 3 lakhs**.

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- 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
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Mahindra & Mahindra Financial Services Ltd., email = ragin@mahindra.com, c = IN
Date: 2021.06.10 10:45:46 +05'30'



Ref: MMFSL/Dec-2020/MT/HRD/C1854002048

Date: December 12, 2020

Mr.Solanki Harshsinh Arvindsinh

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr.Solanki Harshsinh Arvindsinh,

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 – **L80** 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.

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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

*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 **June 10,2021**.

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
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Personal, title = SVP,
ou = Mahindra, o = Mahindra & Mahindra
Financial Services Ltd., email = ragin@mahindra.com,
c = IN, postalCode = 400015,
st = Gujarat,
serialNumber = 030602677109968206,
uniqueIdentifier = 763041745520063067,
emailAddress = Ragin@mahindra.com,
c = IN,
Date: 2021.10.10 10:45:46 +05'30'



Ref: MMFSL/Dec-2020/MT/HRD/C1854002050

Date: December 12, 2020

Ms.Soni Pooja Prakash

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Ms.Soni Pooja Prakash,

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 – **L80** 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

Ref: MMFSL/Dec-2020/MT/HRD/C1854002054

Date: December 12, 2020

Mr. Patel Kaumil Satishkumar

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Patel Kaumil Satishkumar,

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 – **L80** 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.

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Gratuity	6924
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Gross Fixed Annual CTC	400000
Performance Pay *	80000
Retention Bonus **	120000
Total Annual CTC	600000


Training and Placement Cell

*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 Medclaim 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 **June 10,2021**.

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
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Mahindra & Mahindra Financial Services Ltd., email = ragin@mahindra.com, c = IN
Date: 2021.06.10 10:45:46 +05'30'





LETTER OF APPOINTMENT

Dear Deepika,

This is with reference to your application and subsequent interview with us, we are pleased to appoint you as 'Tele-Caller' on the terms and conditions mutually discussed and agreed by you.

We are pleased to offer you a compensation of Rs. 9,000/- per month.

1. **Compensation and Benefits**

- **Benefits:** You will be entitled to benefits as per Company's policies intimated to you from time to time. The benefits, including statutory benefits such as Provident Fund and Gratuity will be as per applicable laws.
- **Taxes:** The compensation including incentives or rewards shall be subject to tax deducted at source as per the applicable tax laws. The Company assumes no responsibility for your personal tax affairs.

2. **Period of Probation**

You will be on probation for a period of 6 (Six) months from the date of your joining. The Company reserves the right to extend the period of probation as it may deem fit by communicating to you in writing. Unless the period of probation is extended, on the expiry of the 6 (Six) months from the date of joining, your services will automatically be confirmed. During the period of probation, either party may terminate this appointment by giving 15 (Fifteen) days written notice or payment of salary in lieu thereof.

Effective Date of Joining : 26/09/2020

3. The employment is terminable by either party, without cause, by giving 1 (One) month prior written notice. You may also choose to receive salary in lieu of notice subject to the prior approval of the Company. The Company may at its discretion, relieve you before the requested notice period and in such an event, no salary in lieu of notice is payable or recoverable to/from you. Further, you will not be entitled to any incentive, bonus and increment (whether declared or not) during the Notice Period.

We now look forward for your joining with the company and to have a long term association.

With Best Wishes



I hereby confirm to abide by the Company's Policies & Code of conduct.

Employee's Signature: Deepika

[Signature]
Training and Placement Cell



Edit



FIRSTSOURCE SOLUTIONS LIMITED
PAYS LIP FOR THE MONTH OF APRIL 2021

EMP NO : 1103890	EMP DOB : 29/05/1999
NAME : NIDHI HASMUKHBHAI PATEL	EMP DOJ : 16/09/2020
LOCATION : GUJARAT	GENDER : FEMALE
GRADE : HZ	BANK NAME : HDFC BANK
COST CD : 11195	A/C NO : 50100373106773
PF NO :	UAN :
ESI C NO : 3713512368	EMP DCS :
DAYS WORKED : 27.00	EMP PAN : EDPPPS346J

PARTICULARS	EARNINGS	PARTICULARS	DEDUCTIONS
BASIC SALARY	5400.00	PROVIDENT FUND DEDUCTION	648.00
HOUSE RENT ALLOWANCE	2160.00	PROFESSION TAX	150.00
SPECIAL ALLOWANCE I	220.00		
CONDUCT INCENTIVE	90.00		
ST. BOND/INC/EX-GRA	1556.00		
GROSS EARNINGS	9426.00	TOTAL DEDUCTIONS	798.00
NET PAY			8628.00

(RUPEES EIGHT THOUSAND SIX HUNDRED TWENTY EIGHT ONLY)

This month Income Tax is deducted considering investment/FBP declarations received till 20-Apr-2021.

Pls. login <https://less.hgs-bs.com/LOGIN.ASPX> for your Payslip, Tax Forecast & Perk Card.
Pls. check your Tax Forecast for correctness of the Investment and Tax details.
Pls. change your default password of HGS Portal if not changed earlier.
Pls. submit your Investment declaration on or before 20-May-2021 on HGS portal, if not submitted earlier.
Pls. submit your PAN no. if not submitted earlier and activate your UAN on PF portal and submit KYC documents.
Pls. note "ST. BOND/INC/EX-GRA" in pay slip stands for "Statutory Bonus/Incentive/Ex-Gratia".
Pls. link your PAN with Aadhaar. Linking of PAN with Aadhaar is mandatory.

For FY 2021-22, Landlord PAN is mandatory if monthly rent exceed Rs. 8333/-
Effective Sept-2017, Aadhaar No. is mandatory for PF enrollment. Pls. update Form 11 details and submit scan copy of Aadhaar on HGS portal, if not submitted earlier.
For Tax related queries and resetting of HGS portal password, Pls. mail us on firstsourcepay@hgsbs.com by quoting your empl. No.
For queries other than Tax, pls. write to genie@firstsource.com


Training and Placement Cell



Tools



Mobile View



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PDF to DOC



FIRSTSOURCE SOLUTIONS LIMITED
PAYSLIP FOR THE MONTH OF MARCH 2021

EMP NO	:1103892	EMP DOB	:13/01/2001
NAME	:MITAL GHANSHYAMBHAI SINOJIYA	EMP DOJ	:16/09/2020
LOCATION	:GUJARAT	GENDER	:FEMALE
GRADE	:G2	BANK NAME	:HDFC BANK
COST CD	:11198	A/C NO	:50100373
PF NO	:	UAN	:
ESIC NO	:3713512698	EMP DOS	:
DAYS WORKED	:28.00	EMP PAN	:EDPPP5346J

PARTICULARS	EARNINGS	PARTICULARS	DEDUCTIONS
BASIC SALARY	5419.00	PROVIDENT FUND DEDUCTION	650.00
HOUSE RENT ALLOWANCE	2168.00	PROFESSION TAX	150.00
SPECIAL ALLOWANCE 1	221.00		
CONDUCT INCENTIVE	90.00		
SPLIT SHIFT ALLOWANCE	150.00		
OVERTIME	306.00		
ST.BON/INC/EX-GRA	1562.00		
GROSS EARNINGS	9916.00	TOTAL DEDUCTIONS	800.00
NET PAY			9116.00
ROUNDED NET			8644.00

(RUPEES EIGHT THOUSAND SIX HUNDRED FORTY FOUR ONLY)

This month Income Tax is deducted considering FBP Bills received till 15-Mar-2021.
Pls.login <https://iess.hgs-bs.com/LOGIN.ASPX> for your Payslip, Tax Forecast & Perk Card.
Pls.check your Tax Forecast for correctness of the Investment and Tax details.
Pls.change your default password of HGS Portal if not changed earlier.
Pls.submit your PAN no. if not submitted earlier and activate your UAN on PF portal and submit KYC documents.
Pls.note "ST.BON/INC/EX-GRA" in pay slip stands for "Staturoty Bonus/Incentive/Ex-Gratia".
For FY 2020-21, Landlord PAN is mandatory if monthly rent exceed Rs.8333/-.

Effective Sept-2017, Aadhaar No. is mandatory for PF enrollment.Pls. update Form 11 details and submit scan copy of Aadhaar on HGS portal,if not submitted earlier.

For Tax related queries and resetting of HGS portal password,Pls. mail us on firstsourcepay@hgsbs.com by quoting your empl.No.
For queries other than Tax, pls. write to genie@firstsource.com

This month payroll, Income tax is deducted considering actual investment proofs received till March 10,2021.


Training and Placement Cell



Dholariya Trusha Kamleshbhai
Swarnim Startup & Innovation University

Dear **Dholariya Trusha Kamleshbhai**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the "**Aditya Birla Health Insurance Co. Ltd.**" As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

We wish to see you grow both professionally and personally, while you commit yourself to enhancing lives of the customers entrusted in your care.

A detailed letter of appointment will be issued to you on your joining. We would expect you to join us latest by **15th May, 2021** In the event of you not being able to join on or before the joining date as mentioned, please intimate the undersigned in writing, failing which this offer will be deemed void.

Kindly note that this offer is valid subject to submission of all required documentation, feedback from your University and satisfactory results of your pre-employment medical examination as well as satisfactory results.

Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

Aditya Birla Health Insurance Co. Limited
(T) +91 22 6279 9500
care.healthinsurance@adityabirlacapital.com | www.adityabirlahealthinsurance.com

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dated 10/01/2018 and is used by Aditya Birla Health Insurance Co. Limited under licensed user
agreement(s)
Ravi Chhabra
Niren Srivastava

Registered Office:
One India Bulls Centre, Tower 1, 9th floor, Jupiter
Mill Compound, 841, Senapati Bapat Marg,
Elphinstone Road, Mumbai - 400 013
CIN: U66000MH2015PLC263677
IRDAI Registration No. 153





Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under medical-claim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.


Training and Placement Cell

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Agreement(s)
Ravindra Shah
Date: 2024-10-10 10:45:46 +0530

Registered Office:
One India Bulls Centre, Tower 1, 9th floor, Jupiter
Mill Compound, 841, Senapati Bapat Marg,
Elphinstone Road, Mumbai - 400 013
CIN: U66000MH2015PLC263677
IRDAI Registration No. 153





Dodiya Ruchita Jigneshbhai
Swarnnim Startup & Innovation University

Dear **Dodiya Ruchita Jigneshbhai**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the "**Aditya Birla Health Insurance Co. Ltd.**" As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

We wish to see you grow both professionally and personally, while you commit yourself to enhancing lives of the customers entrusted in your care.

A detailed letter of appointment will be issued to you on your joining. We would expect you to join us latest by **15th May, 2021** In the event of you not being able to join on or before the joining date as mentioned, please intimate the undersigned in writing, failing which this offer will be deemed void.

Kindly note that this offer is valid subject to submission of all required documentation, feedback from your University and satisfactory results of your pre-employment medical examination as well as satisfactory results.

Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

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Niren Srivastava

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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	21600	1800
Gratuity	5810	484
Total	300000	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure as it may deem fit.


Training and Placement Cell

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agreements(s)
Ravi Chhabra
hal Shah

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CIN: U66000MH2015PLC263677
IRDAI Registration No. 153





Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under medical-claim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.


Training and Placement Cell

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Ravindra Shah
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CIN: U66000MH2015PLC263677
IRDAI Registration No. 153





Goswami Damini Vishnugiri
Swarnim Startup & Innovation University

Dear **Goswami Damini Vishnugiri**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the "**Aditya Birla Health Insurance Co. Ltd.**" As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

We wish to see you grow both professionally and personally, while you commit yourself to enhancing lives of the customers entrusted in your care.

A detailed letter of appointment will be issued to you on your joining. We would expect you to join us latest by **15th May, 2021** In the event of you not being able to join on or before the joining date as mentioned, please intimate the undersigned in writing, failing which this offer will be deemed void.

Kindly note that this offer is valid subject to submission of all required documentation, feedback from your University and satisfactory results of your pre-employment medical examination as well as satisfactory results.

Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

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IRDAI Registration No. 153





Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	21600	1800
Gratuity	5810	484
Total	300000	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure as it may deem fit.


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Registered Office:

One India Bulls Centre, Tower 1, 9th floor, Jupiter

Mill Compound, 841, Senapati Bapat Marg,

Elphinstone Road, Mumbai - 400 013

CIN: U66000MH2015PLC263677

IRDAI Registration No. 153





Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under medical-claim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.


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Elphinstone Road, Mumbai - 400 013
CIN: U66000MH2015PLC263677
IRDAI Registration No. 153





Govani Komal Narayanbhai
Swarnim Startup & Innovation University

Dear **Govani Komal Narayanbhai**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the "**Aditya Birla Health Insurance Co. Ltd.**" As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

We wish to see you grow both professionally and personally, while you commit yourself to enhancing lives of the customers entrusted in your care.

A detailed letter of appointment will be issued to you on your joining. We would expect you to join us latest by **15th May, 2021** In the event of you not being able to join on or before the joining date as mentioned, please intimate the undersigned in writing, failing which this offer will be deemed void.

Kindly note that this offer is valid subject to submission of all required documentation, feedback from your University and satisfactory results of your pre-employment medical examination as well as satisfactory results.

Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

Aditya Birla Health Insurance Co. Limited
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Ravi Chhabra
Niren Srivastava

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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	21600	1800
Gratuity	5810	484
Total	300000	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure as it may deem fit.


Training and Placement Cell

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Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
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Nakar Ramji Jagdishbhai
Swarnim Startup & Innovation University

Dear **Nakar Ramji Jagdishbhai**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the "**Aditya Birla Health Insurance Co. Ltd.**" As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
Advance Against Statutory Bonus	16800	1400
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- Company reserves the right to amend the Compensation structure as it may deem fit.


Training and Placement Cell

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Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
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Ravindra Shah
Date: 2024-10-10 10:45:46 +0530

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Parekh Dhruvanshi Arunkumar
Swarnim Startup & Innovation University

Dear **Parekh Dhruvanshi Arunkumar,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the "**Aditya Birla Health Insurance Co. Ltd.**" As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
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Education Allowance	2400	200
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Total	300000	

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Training and Placement Cell

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IRDAI Registration No. 153





Annexure 'B'

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Patel Bansari Manishbhai
Swarnim Startup & Innovation University

Dear **Patel Bansari Manishbhai**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the "**Aditya Birla Health Insurance Co. Ltd.**" As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

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Kindly note that this offer is valid subject to submission of all required documentation, feedback from your University and satisfactory results of your pre-employment medical examination as well as satisfactory results.

Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
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Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
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Gratuity	5810	484
Total	300000	

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Annexure 'B'

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- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
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Patel Deep Arvindbhai
Swarnnim Startup & Innovation University

Dear **Patel Deep Arvindbhai**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the "**Aditya Birla Health Insurance Co. Ltd.**" As Business Development Trainee.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

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Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
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Annexure 'B'

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Patel Dhvani Dharmeshbahi
Swarnim Startup & Innovation University

Dear **Patel Dhvani Dharmeshbahi**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

Aditya Birla Health Insurance Co. Limited
(T) +91 22 6279 9500
care.healthinsurance@adityabirlacapital.com | www.adityabirlahealthinsurance.com

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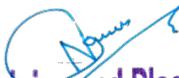
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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	21600	1800
Gratuity	5810	484
Total	300000	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure as it may deem fit.


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Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
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- Four passport Size Colored photographs
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Patel Drashti Mahendrabhai
Swarnnim Startup & Innovation University

Dear **Patel Drashti Mahendrabhai**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the "**Aditya Birla Health Insurance Co. Ltd.**" As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

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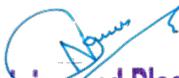
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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
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Mobile Allowance	12000	1000
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Annexure 'B'

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- Copy of Latest Resume
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Patel Grishma Pravinbhai
Swarnim Startup & Innovation University

Dear **Patel Grishma Pravinbhai**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the "**Aditya Birla Health Insurance Co. Ltd.**" As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

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Annexure 'B'

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Patel Harshilkumar Mayurbhai
Swarnim Startup & Innovation University

Dear **Patel Harshilkumar Mayurbhai**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
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Mobile Allowance	12000	1000
Education Allowance	2400	200
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Gratuity	5810	484
Total	300000	

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- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure as it may deem fit.


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Annexure 'B'

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Patel Khushi Yogeshbhai
Swarnnim Startup & Innovation University

Dear **Patel Khushi Yogeshbhai**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the "**Aditya Birla Health Insurance Co. Ltd.**" As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

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We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

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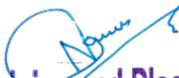
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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
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Annexure 'B'

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Ravindra Shah
Date: 2024-10-10 10:45:46 +0530

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Patel Krupesh Navinbhai
Swarnnim Startup & Innovation University

Dear **Patel Krupesh Navinbhai**,

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the "**Aditya Birla Health Insurance Co. Ltd.**" As Business Development Trainee.

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We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Niren Srivastava Head – HR & Administration

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- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under medical-claim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.


Training and Placement Cell

Aditya Birla Health Insurance Co. Limited
(T) +91 22 6279 9500
care.healthinsurance@adityabirlacapital.com | www.adityabirlahealthinsurance.com
Under Logo Aditya Birla Capital logo is owned by Aditya Birla Management Corporation
Registered and is used by Aditya Birla Health Insurance Co. Limited under licensed user
Agreement(s)
Ravindra Shah
Date: 2024-10-10 10:45:46 +0530

Registered Office:
One India Bulls Centre, Tower 1, 9th floor, Jupiter
Mill Compound, 841, Senapati Bapat Marg,
Elphinstone Road, Mumbai - 400 013
CIN: U66000MH2015PLC263677
IRDAI Registration No. 153



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

Date:

Signature:



Ragin

Ravindrabhai

hai Shah

Digitally signed by Ragin Ravindrabhai
DN: cn = Personal, title = SVP,
ou = 3Five8, o = 3Five8 Technologies Pvt. Ltd.,
email = ragin@3five8.com, c = IN,
serial = 2024.10.10.10.41.46.10210,
reason =
Date: 2024.10.10.10.41.46 +05'30



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

Date:

Signature:



Ragini

Ravindrabhai

Shah

Digitally signed by Ragini Ravindrabhai
DN: cn = Ragini Ravindrabhai, o = 3Five8 Technologies Pvt. Ltd., ou = HR, email = ragini@3five8.com, c = IN, postalCode = 400063, serialNumber = 1, version = 1
Date: 2024.10.10 10:41:46 +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 **5th June,2021** 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 **5th June,2021 to 11th June,2021** 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 5th June,2021-**

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.11th June,2021)

Amresh Mishra
Jagdishbhai

Patel Rutu

Training and Placement Cell

Ragin
Ravindrab
hai Shah

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



TCIEXP/HRD/XCRP/RC01382/2021

3rd April,2021

Subject: Offer of Appointment

Dear Ms.Vaghela Ripal Jayantibhai,

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 and marketing Officer (TSO)** effective from **5th June,2021** 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 **5th June,2021** 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

Ragini
Ravindraba
hai Shah

Digitally signed by Ragini Ravindraba
Shah
DN: cn = Ragini Ravindraba, o = TCI Express Limited, ou = HRD, email = ragini@tcil.com, c = IN
Date: 2021.04.03 10:45:46 +05'30'



Corporate Office: TCI House, Plot No. 69, Sector 32, Institutional Area, Gurugram - 122001, India
Tel.: +91-124-2384090-94 • Email: info@tclexpress.in • Website: www.tclexpress.in
Registered Office: Flat Nos. 306 & 307, 1-8-273, Third Floor, Ashoka Bhoopal Chambers, S P Road, Secunderabad – 500003 • Tel.: +91 40 27840104

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **5th June,2021**.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Vamaxi Raval

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
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DN: cn = Personal, title = AGM,
ou = HR, email = 02ae98b11441e9b8b4
03@swinburn.edu.au,
c = AU, o = Swinburne University of
Technology, ou = HR, email = 02ae98b11441e9b8b4
03@swinburn.edu.au,
serialNumber = 030602677309862dc
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Shah
Date: 2021.06.10 10:41:46 +0530



(ANNEXURE-1: CTC DETAILS)

Name: Vamaxi Raval 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.

Raval

Vamaxi


 Signature
 Training and Placement Cell

TCI Express Limited

CIN: L62200TG2008PLC061781

Corporate Office: TCI House, Plot No. 69, Sector 32, Institutional Area, Gurugram - 122001, India
 Tel.: +91-124-2384090-94 • Email: info@tciexpress.in • Website: www.tciexpress.in

Registered Office: Flat Nos: 306 & 307, 1-8-273, Third Floor, Ashoka Bhoopal Chambers, S P Road, Secunderabad – 500003 • Tel.: +91 40 27840104

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Ravindrab

hai Shah

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 0206-2024 10:10:45:46 - 0210



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 **5th June,2021** 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 **5th June,2021 to 11th June,2021** 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 5th June,2021-**

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.11th June,2021)

Amresh Mishra

Vamaxi Raval

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
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c = IN, email = 22ae98b11841e0b84a73ae4111e@doctym,
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o = 22ae98b11841e0b84a73ae4111e,
cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'



TCIEXP/HRD/XCRP/RC01384/2021

3rd April,2021

Subject: Offer of Appointment
Dear Ms.Ginoya Janvi Jamnadas,

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 and marketing Officer (TSO)** effective from **5th June,2021** 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 **5th June,2021** 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

Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai
Shah
DN: cn = Ragini Ravindrabhai, o = TCI Express Limited, ou = HRD, email = ragini@tcil.com, c = IN, serial = 1384, version = 1
Date: 2021.04.03 10:45:46 +05'30'

TCI Express Limited
CIN: L62200TG2008PLC061781





Offer: Business Process Hiring
Ref: TCSL/DT20207277153/Ahmedabad Date:
1/6/2021

Mr.Panchal Himanshu Bakulbhai

Dear Panchal Himanshu Bakulbhai,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Business Process Hiring** 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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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TCSL/DT20211854005007


Training and Placement Cell

TATA CONSULTANCY SERVICES

MADEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Date: 2021.01.06 10:45:46 +0530

Ragini
Ravindrabhai
Shah





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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in

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Training and Placement Cell
5

TATA CONSULTANCY SERVICES

WDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=TCS, ou=HR, email=Ragini.Shah@tcs.com
Date: 2024.10.10 10:45:46 +05'30'





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 to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship 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 amend the training policy.

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

4. Working Hours

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

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

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TCSL/DT20211854005007


Training and Placement Cell 6

TATA CONSULTANCY SERVICES

WDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=TCSL, ou=HR, email=ragini.shah@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05'30'





8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

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Training and Placement Cell

TATA CONSULTANCY SERVICES

MADEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Shah
DN: cn = Ragini Shah, o = TCS, ou = TCS, email = ragini.shah@tcs.com, c = IN
Date: 2024.10.10 10:45:46 +05'30'





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 out in 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 Government of India.

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TCSL/DT20211854005007


Training and Placement Cell 8

TATA CONSULTANCY SERVICES

WIDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Regional Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

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Ragin
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DN: cn = Ragin Ravindrabhai Shah, o = TCSL, ou = HR, email = ragin@tcs.com, c = IN
Date: 2024.10.10 10:45:46 +05'30'





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 of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for

- 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 the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you

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Training and Placement Cell

TATA CONSULTANCY SERVICES

Digitally signed by Ragin Rai, DN: cn=Ragin Rai, o=TCSL, ou=India, email=Ragin.Rai@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05'30

MADEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
TCSL Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCSL Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Ragin
Ravindrab
hai Shah





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

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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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Training and Placement Cell

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Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Shah
Shah
DN: cn = Ragini Shah, o = TCS, ou = TCS, email = ragini.shah@tcs.com, c = IN
Date: 2024.10.10 10:45:46 +05'30

MADEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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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	Panchal Himanshu Bakulbhai
Designation	Business Process Hiring
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10660	18315
Bouquet Of Benefits #	3864	46,368
2) Performance Pay**		
Monthly Performance Pay	1200	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, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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Digitally signed by Himanshu Bakulbhai Panchal
 DN: cn=Himanshu Bakulbhai Panchal, o=TCS, ou=India, email=hpanchal@tcs.com, c=IN
 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
 Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
 Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Ragini
 Ravindrabhai
 hai Shah





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 – Gurgaon 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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Mumbai Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

India Career Service Line: 1 800 209 3111 Email: careers@tcs.com

Digitally signed by Ragin Ravindrabhai Shah
 DN: cn=Ragin Ravindrabhai Shah, o=Tata Consultancy Services, ou=India, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN

Ragin
 Ravindrabhai
 Shah





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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Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Shah
Shah
DN: cn = Ragini Shah, o = TCS,
ou = TCS, email = ragini.shah@tcs.com,
c = IN, postalCode = 560066, st = Karnataka,
serial = 1, version = 3
Date: 2024.10.10 10:45:46 +05'30'





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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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TATA CONSULTANCY SERVICES

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Regional Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

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Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=TCS, ou=India, email=Ragini.Shah@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05'30'





Offer: Business Process Hiring
Ref: TCSL/DT20207277154/Ahmedabad Date:
1/6/2021

Ms.Amin Ekta Nayanbhai

Dear Amin Ekta Nayanbhai,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Business Process Hiring** 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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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Training and Placement Cell

TATA CONSULTANCY SERVICES

WIDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Date: 2021-01-06 10:45:46 +0530

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Ravindrabhai
Shah





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 fastfood 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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Shah

Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=TCS, ou=India, email=Ragini.Shah@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05'30'

WDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

Loans

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

Professional Memberships

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

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Training and Placement Cell 4

TATA CONSULTANCY SERVICES

MADEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

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Training Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

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Digitally signed by Ragini Shah
DN: cn = Ragini Shah, o = TCS, email = ragini.shah@tcs.com, c = IN
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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 to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship 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 amend the training policy.

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

4. Working Hours

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

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

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Training and Placement Cell 6

TATA CONSULTANCY SERVICES

WDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

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Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Ragini
Ravindrabhai
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Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=TCS, ou=India, email=Ragini.Shah@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05'30'





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 out in 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 Government of India.

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Training and Placement Cell 8

TATA CONSULTANCY SERVICES

MADEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

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Ragini
Ravindrabhai
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Digitally signed by Ragini Shah
DN: cn = Ragini Shah, o = TCSL, ou = HR, email = ragini.shah@tcs.com, c = IN
3.4.1.0 (c) 2021 Tata Consultancy Services Limited
All rights reserved. No part of this document may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of TCSL.
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(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

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

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hai Shah





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	Amin Ekta Nayanbhai
Designation	Business Process Hiring
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10660	18315
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2) Performance Pay**		
Monthly Performance Pay	1200	14,400
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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, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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 13

TATA CONSULTANCY SERVICES

Digitally signed by Amin Ekta Nayanbhai
 DN: cn=Amin Ekta Nayanbhai, o=TCS, ou=India, email=amin.ekta.nayanbhai@tcs.com, serial=1854005008, version=3

MADEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

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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 – Gurgaon 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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Digitally signed by Ragin Ravindrabhai Shah
 DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = TCS, email = ragin.ravindrabhai.shah@tcs.com, c = IN

DELHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
 Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Mumbai Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
 TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

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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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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Regional Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Offer: Business Process Hiring
Ref: TCSL/DT20207277155/Ahmedabad Date:
1/6/2021

Mr. Khant Ankurkumar Ramanbhai

Dear Khant Ankurkumar Ramanbhai,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Business Process Hiring** 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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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WDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Date: 2021-01-06 10:45:46 +0530

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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 fastfood 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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Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=TCSL, ou=HR, email=Ragini.Shah@tcs.com
Date: 2024.10.10 10:45:46 +05'30'

WDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
TCSL Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com





1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

Loans

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

Professional Memberships

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

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Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Training Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

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Digitally signed by Ragini Shah
DN: cn = Ragini Shah, o = TCS, ou = HR, email = ragini.shah@tcs.com
c = IN, st = Karnataka, serial = 1854005009, version = 1
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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month 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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in

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WIDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Ragini
Ravindrabhai
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Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=TCS, ou=HR, email=Ragini.Shah@tcs.com
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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 to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship 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 amend the training policy.

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

4. Working Hours

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

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

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WDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=TCS, ou=India, email=Ragini.Shah@tcs.com, c=IN
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8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

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Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

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Ragini
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DN: cn = Ragini, o = TCS,
ou = TCS, email = ragini@tcs.com,
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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 out in 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 Government of India.

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Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Regional Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Ragini
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Digitally signed by Ragini Shah
DN: cn = Ragini Shah, o = TCSL, email = ragini.shah@tcs.com, c = IN
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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 of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for

- 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 the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you

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TCS Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Shah
DN: cn = Ragini Shah, o = TCS,
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c = IN
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- *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL in spite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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Training and Placement Cell 10

TATA CONSULTANCY SERVICES

MADEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Ragini
Ravindrabhai
Shah

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DN: cn=Ragini Shah, o=TCS, ou=India, email=Ragini.Shah@tcs.com, c=IN
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(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**K Ganesan
Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

**TCS Confidential
TCSL/DT20211854005009**


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Ragini
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Digitally signed by Ragini Shah
Shah
DN: cn = Ragini Shah, o = TCS,
ou = TCS, email = ragini.shah@tcs.com,
c = IN, st = Karnataka, postalCode = 560066,
serial = 1, version = 3
Date: 2024.10.10 10:45:46 +05'30

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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 – Gurgaon 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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Mumbai Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Digitally signed by Ragin Ravindrabhai Shah
 DN: cn=Ragin Ravindrabhai Shah, o=Tata Consultancy Services, ou=HR, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN

Ragin
 Ravindrabhai
 Shah





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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Ragin
Ravindrab
hai Shah

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c = IN, postalCode = 560066,
st = Karnataka, serial = 1854005009,
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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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=TCS, ou=India, email=Ragini.Shah@tcs.com, c=IN
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Offer: Business Process Hiring
Ref: TCSL/DT20207277156/Ahmedabad Date:
1/6/2021

Mr. Patel Deepkumar Bharatbhai

Dear Patel Deepkumar Bharatbhai,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Business Process Hiring** 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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Date: 2021-01-06 10:45:46 +0530

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Ravindrabhai
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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 fastfood 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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Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=TCSL, ou=HR, email=Ragini.Shah@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05'30'

WDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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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 your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore 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. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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).

HIS offers the following benefits:

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Regional Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

Global Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Digitally signed by Ragin
Shah
DN: cn = Ragin, o = TCS,
ou = Bangalore, email = ragin@tcs.com,
c = IN, st = Karnataka, serial = 1854003001,
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Date: 2024.10.10 10:45:46 +05'30'

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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

Loans

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

Professional Memberships

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

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Phone: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Office: TCS Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

India Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Ragini

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Shah

Digitally signed by Ragini Shah
DN: cn = Ragini Shah, o = TCS, email = ragini.shah@tcs.com, c = IN
Date: 2024.10.10 10:45:46 +05'30





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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in

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email=ragini@tcs.com,
c=IN

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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 to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship 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 amend the training policy.

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

4. Working Hours

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

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

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8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

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DN: cn = Ragini Shah, o = TCS, ou = TCS, email = ragini.shah@tcs.com, c = IN
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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 out in 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 Government of India.

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Regional Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Shah
DN: cn = Ragini Shah, o = TCSL, ou = HR, email = ragini.shah@tcs.com, c = IN
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*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL in spite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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Global Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Ragini
Ravindrabhai
Shah

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DN: cn=Ragini Shah, o=TCS, ou=India, email=Ragini.Shah@tcs.com, c=IN
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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 overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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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Ragini
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Digitally signed by Ragini Shah
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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 – Gurgaon 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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Mumbai Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

India Career Service Line: 1 800 209 3111 Email: careers@tcs.com

Digitally signed by Ragin Ravindrabhai Shah
 DN: cn=Ragin Ravindrabhai Shah, o=Tata Consultancy Services, ou=India, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN

Ragin
 Ravindrabhai
 Shah





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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Shah





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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=TCS, ou=India, email=Ragini.Shah@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05'30'





Offer: Business Process Hiring
Ref: TCSL/DT20207277157/Ahmedabad Date:
1/6/2021

Ms. Patel Megha Bharatbhai

Dear Patel Megha Bharatbhai,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Business Process Hiring** 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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Shah
DN: cn=Ragini Shah, o=TCS, ou=HR, email=Ragini.Shah@tcs.com
Date: 2021.01.06 10:45:46 +0530





1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

Loans

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

Professional Memberships

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

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3.4.1.0 (c) 2008 Tata Consultancy Services Limited
All rights reserved. No part of this document may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of TCSL.
Date: 2024.10.10 10:45:46 +05'30





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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in

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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 to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship 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 amend the training policy.

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

4. Working Hours

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

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

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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 overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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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MADEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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TCS Career Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com





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	Patel Megha Bharatbhai
Designation	Business Process Hiring
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10660	18315
Bouquet Of Benefits #	3864	46,368
2) Performance Pay**		
Monthly Performance Pay	1200	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, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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 13

TATA CONSULTANCY SERVICES

Digitally signed by Ragin Ravindrabhai Shah
 DN: cn=Ragin Ravindrabhai Shah, o=TCS, ou=India, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN
 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
 Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
 Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

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 Ravindrabhai
 Rai Shah





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 – Gurgaon 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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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 14

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Mumbai Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

India Career Service Line: 1 800 209 3111 Email: careers@tcs.com

Digitally signed by Ragin Ravindrabhai Shah
 DN: cn=Ragin Ravindrabhai Shah, o=Tata Consultancy Services, ou=India, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN
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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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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Regional Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Digitally signed by Ragin
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DN: cn = Ragin, o = TCS, ou = TCS, email = ragin@tcs.com, c = IN
Date: 2024.10.10 10:45:46 +05'30'

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Offer: Business Process Hiring
Ref: TCSL/DT20207277158/Ahmedabad Date:
1/6/2021

Mr. Dhara Dipakbhai Jadav

Dear Dhara Dipakbhai Jadav,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Business Process Hiring** 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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = HR, email = ragin@tcs.com, c = IN
c=IN, o=TCS, ou=HR, email=ragin@tcs.com
Date: 2021.01.06 10:45:46 +05'30'

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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 your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore 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. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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).

HIS offers the following benefits:

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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

Ragini
Ravindrab
hai Shah



Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragini@swarnajayanti.edu.in, c = IN
c = IN, o = Personal, ou = TCS, email = ragini@tcs.com, cn = Ragini Ravindrabhai Shah

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



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

Loans

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

Professional Memberships

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

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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

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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah,
o = Tata Consultancy Services, ou = TCS,
c = IN, email = ragin.ravindrabhai@tcs.com,
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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month 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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in

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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

Ragin
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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCSL, ou = TCSL, email = ragin@tcs.com, c = IN
c = IN, o = TCSL, ou = TCSL, email = ragin@tcs.com, c = IN
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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 out in 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 Government of India.

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DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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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

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Ravindrabhai
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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti University, ou = Bhopal, email = ragin@swarnajayanti.ac.in, c = IN
Date: 2024.10.10 10:45:46 +05'30'



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 of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for

- 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 the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you

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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

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- *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL 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 no separate individual communication or notice will be served to this effect. However,

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 Reason: I am the signer of this document.
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(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

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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 – Gurgaon 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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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TATA CONSULTANCY SERVICES

Digitally signed by Ragin Ravindrabhai Shah
 DN: cn=Ragin Ravindrabhai Shah, o=TCS, ou=India, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN, email=careers@tcs.com
 DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
 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: 1 800 209 3111 Email: careers@tcs.com



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 Shah

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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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Ragin
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hai Shah



Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = TCS, email = ragin@tcs.com
c = IN, o = TCS, ou = TCS, email = ragin@tcs.com
Date: 2024.10.10 10:45:46 +05:30



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 fastfood 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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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Tata Consultancy Services, ou = TCS, email = ragin.ravindrabhai@tcs.com
Date: 2024.10.10 10:45:46 +05'30'

HYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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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 your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore 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. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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).

HIS offers the following benefits:

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Ragini
Ravindrab
hai Shah



Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragini@swarnajayanti.edu.in, c = IN
c = IN, o = Personal, ou = TCS, email = ragini@swarnajayanti.edu.in, cn = Ragini Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

Loans

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

Professional Memberships

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

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month 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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in

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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

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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti University, ou = Bhopal, email = ragin@swarnajayanti.ac.in, c = IN
Date: 2024.10.10 10:45:46 +05'30'



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 to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship 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 amend the training policy.

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

4. Working Hours

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

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

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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

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c=IN



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 out in 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 Government of India.

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Ravindrabhai
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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti University, ou = Bhopal, email = ragin@swarnajayanti.ac.in, c = IN
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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 of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for

- 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 the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you

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





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	Gaudani Dwarkesh Dilipbhai
Designation	Business Process Hiring
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10660	18315
Bouquet Of Benefits #	3864	46,368
2) Performance Pay**		
Monthly Performance Pay	1200	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, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Ragini
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 hai Shah



Digitally signed by Ragini Rathod
 DN: cn=Bhojan Rathod, o=TCS, email=ragini.rathod@tcs.com, c=IN, serial=1956002003, version=1
 Date: 2024.10.10 10:45:46 +05:30



Confidentiality and IP Terms and Conditions -

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(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).

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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.

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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.

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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

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Professional Memberships

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DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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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

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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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in

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TATA CONSULTANCY SERVICES

DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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

Ragin
Ravindrabhai
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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCSL, ou = TCSL, email = ragin@tcs.com, c = IN
c = IN, o = TCSL, ou = TCSL, email = ragin@tcs.com, c = IN
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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 to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship 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 amend the training policy.

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

4. Working Hours

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

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

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DN: cn=Ragin Ravi...
o=TCSL, ou=...
c=IN



8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

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TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Ragini
Ravindrabhai
Shah



Digitally signed by Ragini Ravindrabhai Shah
DN: cn=Ragini Ravindrabhai Shah, o=TCSL, ou=Personal, email=ragini_ravindrabhai_shah@tcs.com, c=IN
c=IN, o=TCSL, ou=Personal, email=ragini_ravindrabhai_shah@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05:30



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 out in 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 Government of India.

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Ragin
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Shah



Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti University, ou = Bhopal, email = ragin@swarnajayanti.ac.in
c = IN, o = Personal, ou = 0201, email = ragin@swarnajayanti.ac.in
Date: 2024.10.10 10:45:46 +05'30'



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 of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for

- 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 the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you

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Digitally signed by Ragin Raghavhai Shah
DN: cn = Ragin Raghavhai Shah, o = TCSL, ou = TCSL, email = ragin.raghavhai@tcs.com, c = IN, st = Karnataka, postalCode = 560066, serialNumber = 1.2.840.113556004488, cn = Ragin Raghavhai Shah
Date: 2024.10.10 10:45:46 +05'30'



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

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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	Patel Jaykumar Nalinbhai
Designation	Business Process Hiring
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10660	18315
Bouquet Of Benefits #	3864	46,368
2) Performance Pay**		
Monthly Performance Pay	1200	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, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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 DN: cn = Ragin Ravindrabhai Rai Shah, o = Tata Consultancy Services, ou = TCS, email = ragin.r@tcs.com, c = IN
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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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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RETIRALS

Provident Fund

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

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DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti University, ou = Bhojan, Rajhod, Gandhinagar, email = ragin@swarnajayanti.edu.in
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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.

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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.

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- *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL in spite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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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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Training and Placement Cell

TATA CONSULTANCY SERVICES

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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

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o=TCSL/DT20211956002012
c=IN



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

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

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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c=IN, ou=...
Date: 2024.10.10 10:45:46 +05'30'





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	Patel Harsh Rohitbhai
Designation	Business Process Hiring
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10660	18315
Bouquet Of Benefits #	3864	46,368
2) Performance Pay**		
Monthly Performance Pay	1200	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, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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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

Ragin
 Ravindrab
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Digitally signed by Ragin Rohitbhai Patel
 DN: cn = Ragin Rohitbhai Patel, o = TCS, email = Ragin.Rohitbhai@tcs.com, c = IN, ou = TCS, postalCode = 400021, st = Maharashtra, serial = 1956002012, version = 1
 Date: 2024.10.10 10:45:46 +05'30'



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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN
c = IN, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN
Date: 2024.10.10 10:45:46 +05:30



Offer: Business Process Hiring
Ref: TCSL/DT20207277167/Ahmedabad Date:
1/6/2021

Ms. Patel Karishmaben Rameshbhai

Dear Patel Karishmaben Rameshbhai,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Business Process Hiring** 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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCSL, ou = TCSL, email = ragin.ravindrabhai@tcs.com, c = IN, postalCode = 380014
TCSL/DT20211956002014
Date: 2021.01.06 10:45:46 +05'30'

HYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

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

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month 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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in

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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

Ragin
Ravindrab
hai Shah



Digitally signed by Ragin Rathod
DN: cn = Ragin Rathod, o = TCS, ou = TCSL, email = ragin.rathod@tcs.com, c = IN, st = Karnataka, postalCode = 560066, serial = 2024.10.10.10.45.46 +05'30'



8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah,
ou = TCS, o = Tata Consultancy Services,
c = IN, email = ragini.ravindrabhai@tcs.com,
serial = 1, version = 1
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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 out in 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 Government of India.

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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

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Ravindrabhai
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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti University, ou = Bhopal, email = ragin@swarnajayanti.ac.in, c = IN
Date: 2024.10.10 10:45:46 +05'30'



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We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**K Ganesan
Global Head Talent Acquisition & AIP**



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hai Shah

Digitally signed by Ragun Rai...
DN: cn=Ragun Rai, o=TCS, ou=India, email=ragun@tcs.com
c=IN, o=TCS, ou=India, email=ragun@tcs.com
Date: 2024.10.10 10:45:46 +05'30'





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	Patel Karishmaben Rameshbhai
Designation	Business Process Hiring
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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Xplore/ Learning Incentive****		Upto 60,000

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

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 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Ragin
 Ravindrabhai
 Rai Shah



Digitally signed by Ragin Ravindrabhai Rai Shah
 DN: cn = Ragin Ravindrabhai Rai Shah, o = TCS, ou = TCSL, email = ragin@tcs.com, c = IN
 Reason: I am the signer of this document.
 Unique ID: 407626448, cn = Ragin Ravindrabhai Rai Shah
 Date: 2024.10.10 10:45:46 +05'30'



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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DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = TCS, email = ragin@tcs.com, c = IN
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2. General

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

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Ragin
Ravindrabhai
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Date: 2024.10.10 10:45:46 -05:30



Offer: Business Process Hiring
Ref: TCSL/DT20207277168/Ahmedabad Date:
1/6/2021

Mr. Patel Krutkumar Rameshbhai

Dear Patel Krutkumar Rameshbhai,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Business Process Hiring** 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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = HR, email = ragin@tcs.com, c = IN
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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 your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore 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. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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).

HIS offers the following benefits:

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hai Shah



Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragini@swarnajayanti.edu.in, c = IN
c = IN, o = Personal, ou = TCS, email = ragini@tcs.com, cn = Ragini Ravindrabhai Shah

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



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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in

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hai Shah



Digitally signed by Ragin Rathod
DN: cn = Ragin Rathod, o = TCS, ou = TCSL, email = ragin.rathod@tcs.com, c = IN
c = IN, o = TCS, ou = TCSL, email = ragin.rathod@tcs.com, cn = Ragin Rathod
Date: 2024.10.10 10:45:46 +05'30'



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 to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship 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 amend the training policy.

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

4. Working Hours

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

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

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Ravindrab
hai Shah



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DN: cn=Ragin Ravi...
o=TCSL, ou=...
c=IN



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 out in 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 Government of India.

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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti University, ou = Bhopal, email = ragin@swarnajayanti.ac.in, c = IN
Date: 2024.10.10 10:45:46 +05'30'



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 of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for

- 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 the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
*There is no criminal offence registered/pending against you

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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



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	Patel Krutkumar Rameshbhai
Designation	Business Process Hiring
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10660	18315
Bouquet Of Benefits #	3864	46,368
2) Performance Pay**		
Monthly Performance Pay	1200	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, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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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

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Digitally signed by Ragin Rameshbhai Patel
 DN: cn = Ragin Rameshbhai Patel, o = TCS, email = ragin@tcs.com, c = IN, st = Karnataka, postalCode = 560066, serialNumber = 1.2.840.113556002015, version = 1
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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 – Gurgaon 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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Digitally signed by Ragin Ravindrabhai Shah
 DN: cn = Ragin Ravindrabhai Shah, o = TCS, email = ragin@tcs.com, c = IN
 Date: 2024.10.10 10:45:46 +05'30'

DELHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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Ragin
 Ravindrabhai
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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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = TCS, email = ragin_ravindrabhai@tcs.com, c = IN
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Date: 2024.10.10 10:45:46 +05'30'





Offer: Business Process Hiring
Ref: TCSL/DT20207277169/Ahmedabad Date:
1/6/2021

Mr. Patel Sahilkumar Rajubhai

Dear Patel Sahilkumar Rajubhai,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Business Process Hiring** 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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = HR, email = ragin@tcs.com, c = IN
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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 fastfood 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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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Tata Consultancy Services, ou = TCS, email = ragin.ravin@tcs.com
Date: 2024.10.10 10:45:46 +05'30'

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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. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto 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).

HIS offers the following benefits:

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3

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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

Ragini
Ravindrab
hai Shah



Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah, o = TCS, ou = Personal, email = ragini_ravindrabhai@tcs.com, c = IN
c = IN, o = TCS, ou = Personal, email = ragini_ravindrabhai@tcs.com, cn = Ragini Ravindrabhai Shah
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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month 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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in

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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCSL, ou = TCSL, email = ragin@tcs.com, c = IN
c = IN, o = TCSL, ou = TCSL, email = ragin@tcs.com, c = IN
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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 to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship 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 amend the training policy.

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

4. Working Hours

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

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

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hai Shah



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o=TCSL, ou=...
c=IN



- *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL in spite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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10

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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 overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

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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c=IN...
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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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Ragini
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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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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Digitally signed by Ragin Ravindrahai Shah
DN: cn = Ragin Ravindrahai Shah, o = TCS, ou = TCS, email = ragin.ravindrahai@tcs.com, c = IN
c = IN, o = TCS, ou = TCS, email = ragin.ravindrahai@tcs.com, c = IN
Date: 2024.10.10 10:45:46 +05'30'





Offer: Business Process Hiring
Ref: TCSL/DT20207141/Bangalore
Date: 1/6/2021

Mr.Prajapati Mihir Govindbhai

Dear Prajapati Mihir Govindbhai

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = Bangalore, email = ragin.ravindrabhai@tcs.com, c = IN
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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 based on your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be **600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore 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. This allowance is fully taxable and subject to review.

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You will be eligible for Readiness Incentive AND/ OR Competency Incentive, based on your performance in TCS Xplore Program. The incentives give you an additional earning potential of up to 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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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

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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.

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To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning,

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through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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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 revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

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Abhishek
Training and Placement Cell



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Ravindrabhai
Shah

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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 out in 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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HYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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



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Digitally signed by Ragin Ravi
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Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your 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 of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for

- multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:

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9

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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

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Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = TCSL, email = ragin@tcs.com, c = IN
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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 previous employer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL in spite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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10

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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

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Ravindrabhai
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Digitally signed by Ragini Ravindrabhai Shah
 DN: cn=Ragini Ravindrabhai Shah, o=TCS, ou=HR, email=Ragini.Ravindrabhai.Shah@tcs.com, c=IN
 Date: 2024.10.10 10:45:46 +05'30'



no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

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

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

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

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HYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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: 1 800 209 3111 Email: careers@tcs.com

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Training and Placement Cell



Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah, o = Bhoyan Rathod, Gandhinagar
c=IN, email = ragini@swarnajayanti.edu.in, ou = Bhoyan Rathod, Gandhinagar
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(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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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el: 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 Servicaline: 1800 209 3111 Email: careers@tcs.com

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=TCS, ou=India, email=ragin.ravindrabhai.shah@tcs.com, c=IN
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Ragin Ravindrabhai Shah





- 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	Prajapati Mihir Govindbhai
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 Children then 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 – Gurgaon 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 - Lods
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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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14

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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

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Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai Shah
 DN: cn=Bhoyan Rathod, o=Swarnajayanti Startup & Innovation University, email=Ragini.Ravindrabhai.Shah@swarnajayanti.edu.in, c=IN
 Date: 2024.10.10 10:45:46 +05'30'



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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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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


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hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin, o=TCS, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN
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Offer: Business Process Hiring
Ref: TCSL/DT20207142/Bangalore
Date: 1/6/2021

Ms.Khilwani Richa Manojbhai

Dear Khilwani Richa Manojbhai

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021 India
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Training and Placement Cell

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hai Shah



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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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DN: cn = Ragini Ravindrabhai Shah, o = TCS, email = ragini@tcs.com, c = IN
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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 based on your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be **600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore 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. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, based on your performance in TCS Xplore Program. The incentives give 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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TATA CONSULTANCY SERVICES

DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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

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DN: cn=Ragin Rai...
c=IN, o=TCS, ou=Personnel, email=ragin...
email=ragin...@tcs.com
Date: 2024.10.10 10:45:46 +05'30'



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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning,

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el: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

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Date: 2024.10.10 10:45:46 -05:30

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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 revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

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Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah, o = TCS, ou = TCS, email = ragini@tcs.com
c = IN, o = Tata Consultancy Services, ou = TCS, email = ragini@tcs.com
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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 out in 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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Digitally signed by Ragin Rajiv Shah
DN: cn=Ragin Rajiv Shah, o=TCS, ou=India, email=Ragin.Rajiv.Shah@tcs.com, c=IN

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Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your 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 of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for

- multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:

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Ragini
Ravindrab
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no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

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

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

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


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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = TCS, email = ragin.ravindrabhai@tcs.com, c = IN
c = IN, o = TCS, ou = TCS, email = ragin.ravindrabhai@tcs.com, cn = Ragin Ravindrabhai Shah
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(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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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Digitally signed by Ragin Ravindrahai Shah
DN: cn=Ragin Ravindrahai Shah, o=TCS, ou=India, email=ragin.r@tcs.com
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cn=Ragin Ravindrahai Shah
Date: 2024.10.10 10:45:46 +05'30'



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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	Khilwani Richa Manojbhai
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, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in



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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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Ragin
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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN
c = IN, o = Personal, ou = TCS, email = ragin@tcs.com, cn = Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05:30



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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

Agreed
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Ragin
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c=IN, o=TCS, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN
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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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TCSL's policy.

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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 to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship 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 amend the training policy.

If you remain unauthorisedly 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 revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

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el: 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

Date: 2024.10.10 10:45:46 -05:30

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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 out in 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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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCS, email = ragin@tcs.com, c = IN
c = IN, o = TCS, email = ragin@tcs.com, c = IN
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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 previous employer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL in spite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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DELHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Regd. Office: 9th Floor, Nariman Point, Mumbai 400 021

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=TCS, ou=India, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN

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no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

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

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

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

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DN: cn = Ragin Ravihaihai Shah, o = Swarnajayanti Startup & Innovation University
c = IN, email = ragin@swarnajayanti.edu.in, ou = Swarnajayanti Startup & Innovation University
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(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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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TCS Careers Servicaline: 1800 209 3111 Email: careers@tcs.com

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Digitally signed by Ragun Ravindrabhai Shah
DN: cn=Ragun Ravindrabhai Shah, o=TCSL, ou=TCSL, email=Ragun.Ravindrabhai.Shah@tcs.com, c=IN
c=IN, o=TCSL, ou=TCSL, email=Ragun.Ravindrabhai.Shah@tcs.com, cn=Ragun Ravindrabhai Shah
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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	Patel Hemangibahen Pravinbhai
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 Children then 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 – Gurgaon 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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

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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

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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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(Signature)
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Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah, o = TCS, ou = TCS, email = ragini@tcs.com
c = IN, o = TCS, ou = TCS, email = ragini@tcs.com
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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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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


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DN: cn=Ragini Ravindrabhai Shah, o=TCS, ou=India, email=Ragini.Ravindrabhai.Shah@tcs.com, c=IN
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Date: 2024.10.10 10:45:46 +05'30'



Offer: Business Process Hiring
Ref: TCSL/DT20207144/Bangalore
Date: 1/6/2021

Mr.Patel Yashkumar Bharatbhai

Dear Patel Yashkumar Bharatbhai

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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Digitally signed by Ragin Ravindrahai Shah
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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 based on your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be **600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore 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. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, based on your performance in TCS Xplore Program. The incentives give you an additional earning potential of up to 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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c=IN



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
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Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=TCSL, ou=Personnel, email=ragin_ravindrabhai@tcs.com, c=IN
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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 previous employer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL in spite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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TATA CONSULTANCY SERVICES

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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

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Training and Placement Cell



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Digitally signed by Ragini Ravindrabhai Shah
DN: cn=Ragini Ravindrabhai Shah, o=TCS, ou=HR, email=Ragini.Ravindrabhai@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05:30



no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

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

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

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

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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Ragin
Ravindrabhai
Shah



Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = TCS, email = ragin.ravindrabhai.shah@tcs.com, c = IN
c = IN, ou = TCS, ou = TCS, email = ragin.ravindrabhai.shah@tcs.com, c = IN
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(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicaline: 1800 209 3111 Email: careers@tcs.com


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Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN
c = IN, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN
c = IN, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN
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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	Patel Yashkumar Bharatbhai
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 Children then 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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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: 1 800 209 3111 Email: careers@tcs.com

Digitally signed by Ragin Ravindrabhai Shah
 DN: cn=Ragin Ravindrabhai Shah, o=TCS, ou=India, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN
 Date: 2024.10.10 10:45:46 +05'30'

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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 – Gurgaon 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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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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



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Digitally signed by Ragini Ravindrabhai Shah
 DN: cn = Ragini Ravindrabhai Shah,
 o = Swarnajayanti Startup & Innovation University,
 c = IN, email = ragini@swarnajayanti.edu.in,
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 o = Swarnajayanti Startup & Innovation University,
 c = IN, email = ragini@swarnajayanti.edu.in,
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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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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN
c = IN, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, cn = Ragin Ravindrabhai Shah
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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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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

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Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Bhoyan Rathod, o=Swarnajayanti Startup & Innovation University, email=Bhoyan.Rathod@swarnajayanti.edu.in, c=IN
c=IN, o=Swarnajayanti Startup & Innovation University, email=Bhoyan.Rathod@swarnajayanti.edu.in, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'



Offer: Business Process Hiring
Ref: TCSL/DT20207145/Bangalore
Date: 1/6/2021

Ms.Prajapati Shvetaben Harshadbhai

Dear Prajapati Shvetaben Harshadbhai

Sub: Letter of Offer

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

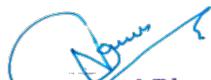
This offer is based on your profile and performance in the selection process. You have been selected for the position of **Business Process Services- Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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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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Ragini
Ravindrab
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Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah, o = TCS, ou = HR, email = ragini@tcs.com, c = IN
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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 based on your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be **600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore 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. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, based on your performance in TCS Xplore Program. The incentives give you an additional earning potential of up to 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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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Ravindrabhai
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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Tata Consultancy Services, ou = TCS, email = ragin.ravindrabhai@tcs.com, c = IN
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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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Digitally signed by Ragini Ravindrabhai Shah
DN: cn=Ragini Ravindrabhai Shah, o=TCS, ou=India
c=IN, ou=Personal, email=Ragini.Ravindrabhai.Shah@tcs.com
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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 to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship 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 amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS 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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DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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

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



Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your 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 of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:

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9

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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Digitally signed by Ragini Ravindrabhai Shah
DN: cn=Ragini Ravindrabhai Shah, o=TCSL, ou=HR, email=ragini@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05:30



no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

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

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

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

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Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = TCS, email = ragin_ravindrabhai@tcs.com
c = IN, o = Tata Consultancy Services, ou = TCS, email = ragin_ravindrabhai@tcs.com
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(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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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TCS Careers Servicaline: 1800 209 3111 Email: careers@tcs.com


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DN: cn=Ragin Ravindrabhai Shah, o=TCSL, ou=HR, email=ragin@tcs.com
c=IN, email=ragin@tcs.com, ou=HR, o=TCSL, ou=HR, email=ragin@tcs.com
Date: 2024.10.10 10:45:46 +05'30'



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	Prajapati Shvetaben Harshadbhai
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, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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Abhishek
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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

Digitally signed by Ragin Ravindrabhai Shah
 DN: cn=Ragin Ravindrabhai Shah, o=TCS, ou=India, email=ragin.ravindrabhai.shah@tcs.com, c=IN

Ragin Ravindrabhai Shah





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 – Gurgaon 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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	


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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

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Digitally signed by Ragin Ravindrabhai Shah
 DN: cn = Ragin Ravindrabhai Shah,
 o = Swarnajayanti Startup & Innovation University,
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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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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



Offer: Business Process Hiring
Ref: TCSL/DT20207146/Bangalore
Date: 1/6/2021

Ms.Paghadar Tulsi Aravindbhai

Dear Paghadar Tulsi Aravindbhai

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=TCS, ou=HR, email=Ragin.Ravindrabhai@tcs.com, c=IN
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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 based on your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be **600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore 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. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, based on your performance in TCS Xplore Program. The incentives give you an additional earning potential of up to 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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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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning,

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Date: 2024.10.10 10:45:46 -05:30

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Ravindrab
hai Shah





Compensation and Promotion policy.

8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

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Ravindrab
hai Shah

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o=TCSL, ou=...
c=IN





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 out in 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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HYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 075

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

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Bhoyan Rathod, o=TCSL, ou=HR, email=careers@tcs.com, c=IN
c=IN, o=Bhoyan Rathod, ou=HR, email=careers@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05'30'

Signature
Training and Placement Cell



Ragin
Ravindrabhai
Shah



Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your 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 of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:

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DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Ph: 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

Date: 2024.10.10 10:45:46 -05:30

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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 previous employer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL in spite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Ragin
Ravindra
hai Shah


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Digitally signed by Ragin Ravindra hai Shah
DN: cn = Ragin Ravindra hai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN
c = IN, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, cn = Ragin Ravindra hai Shah
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(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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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DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Ph: 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 Servicaline: 1800 209 3111 Email: careers@tcs.com

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

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Ravindrabhai
Shah





- 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	Paghadar Tulsi Aravindbhai
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, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 008 India

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: 1 800 209 3111 Email: careers@tcs.com

Signature
Training and Placement Cell



Ragin
 Ravindrabhai
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Digitally signed by Ragin Ravindrabhai Shah
 DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = TCSL, email = ragin_ravindrabhai@tcs.com, c = IN
 Date: 2024.10.10 10:45:46 +05'30'



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 – Gurgaon 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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	


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Digitally signed by Ragin Ravindrabhai Shah
 DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = TCS, email = ragin.ravindrabhai@tcs.com, c = IN
 DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
 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



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 Ravindrabhai
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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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Ragini
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Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah, o = TCS, ou = TCS, email = ragini.ravindrabhai@tcs.com, c = IN
c=IN, o=TCS, ou=TCS, email=ragini.ravindrabhai@tcs.com
Date: 2024.10.10 10:45:46 +05'30'





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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

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HYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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



Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai Shah
DN: cn=Ragini Ravindrabhai Shah, o=TCS, ou=India, email=Ragini.Ravindrabhai.Shah@tcs.com, c=IN
c=IN, o=TCS, ou=India, email=Ragini.Ravindrabhai.Shah@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05'30'



Offer: Business Process Hiring
Ref: TCSL/DT20207147/Bangalore
Date: 1/6/2021

Ms.Patel Krunalben Rajeshbhai

Dear Patel Krunalben Rajeshbhai

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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TATA CONSULTANCY SERVICES

DELHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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

Ragin
Ravindrab
hai Shah



Digitally signed by Ragin Rajeshbhai
DN: cn=Bhojan Rathod, o=TCS, ou=HR, email=Ragin.Rajeshbhai@tcs.com, c=IN
Date: 2021.06.01 10:45:46 +05'30'



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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DELHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Phone: 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

Date: 2024.10.10 10:45:46 -05:30


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Ragini
Ravindrab
hai Shah



Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragini@swarnajayanti.edu.in, c = IN
c = IN, o = Swarnajayanti Startup & Innovation University, email = ragini@swarnajayanti.edu.in, cn = Ragini Ravindrabhai Shah



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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning,

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Ph: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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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 to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship 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 amend the training policy.

If you remain unauthorisedly 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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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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 revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

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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

Ragini
Ravindrabhai
Shah



Digitally signed by Ragini Ravindrabhai Shah
DN: cn = Ragini Ravindrabhai Shah, o = TCS, ou = TCS, email = ragini.ravindrabhai@tcs.com, c = IN
c = IN, o = TCS, ou = TCS, email = ragini.ravindrabhai@tcs.com, c = IN
Date: 2024.10.10 10:45:46 +05'30'



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 out in 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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8

DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

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

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=TCS, ou=India, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN

Ragin
Ravindrabhai
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Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your 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 of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for

- multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:

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9
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCS, email = ragin@tcs.com, c = IN
c = IN, o = TCS, ou = TCS, email = ragin@tcs.com, cn = 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 previous employer

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL in spite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=TCS, ou=India, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN

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

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

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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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Digitally signed by Ragin Ravindrahai Shah
DN: cn=Ragin Ravindrahai Shah, o=TCS, ou=India, email=Ragin.Ravindrahai.Shah@tcs.com
Date: 2024.10.10 10:45:46 +05'30'
DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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
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Ravindrahai
Shah



- 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	Patel Krunalben Rajeshbhai
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, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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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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Ragin
Ravindrabhai
Shah



Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN
c = IN, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, cn = Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05:30



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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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


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Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=TCS, ou=India, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN
c=IN, o=TCS, ou=India, email=Ragin.Ravindrabhai.Shah@tcs.com, c=IN
Date: 2024.10.10 10:45:46 +05'30'



Offer: Business Process Hiring
Ref: TCSL/DT20207148/Bangalore
Date: 1/6/2021

Mr.Patel Yash Rasikbhai

Dear Patel Yash Rasikbhai

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **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 Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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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Ragini
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DN: cn = Ragini Rasikbhai Shah, o = TCSL, email = ragini@tcs.com, c = IN
c = IN, o = TCSL, email = ragini@tcs.com, c = IN
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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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Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = TCS, email = ragin.ravindrabhai@tcs.com, c = IN, st = Karnataka, postalCode = 560066, serialNumber = 1.2.3.4.5.6.7.8.9.10.11.12.13.14.15.16.17.18.19.20.21.22.23.24.25.26.27.28.29.30.31.32.33.34.35.36.37.38.39.40.41.42.43.44.45.46.47.48.49.50.51.52.53.54.55.56.57.58.59.60.61.62.63.64.65.66.67.68.69.70.71.72.73.74.75.76.77.78.79.80.81.82.83.84.85.86.87.88.89.90.91.92.93.94.95.96.97.98.99.100.101.102.103.104.105.106.107.108.109.110.111.112.113.114.115.116.117.118.119.120.121.122.123.124.125.126.127.128.129.130.131.132.133.134.135.136.137.138.139.140.141.142.143.144.145.146.147.148.149.150.151.152.153.154.155.156.157.158.159.160.161.162.163.164.165.166.167.168.169.170.171.172.173.174.175.176.177.178.179.180.181.182.183.184.185.186.187.188.189.190.191.192.193.194.195.196.197.198.199.200.201.202.203.204.205.206.207.208.209.210.211.212.213.214.215.216.217.218.219.220.221.222.223.224.225.226.227.228.229.230.231.232.233.234.235.236.237.238.239.240.241.242.243.244.245.246.247.248.249.250.251.252.253.254.255.256.257.258.259.260.261.262.263.264.265.266.267.268.269.270.271.272.273.274.275.276.277.278.279.280.281.282.283.284.285.286.287.288.289.290.291.292.293.294.295.296.297.298.299.300.301.302.303.304.305.306.307.308.309.310.311.312.313.314.315.316.317.318.319.320.321.322.323.324.325.326.327.328.329.330.331.332.333.334.335.336.337.338.339.340.341.342.343.344.345.346.347.348.349.350.351.352.353.354.355.356.357.358.359.360.361.362.363.364.365.366.367.368.369.370.371.372.373.374.375.376.377.378.379.380.381.382.383.384.385.386.387.388.389.390.391.392.393.394.395.396.397.398.399.400.401.402.403.404.405.406.407.408.409.410.411.412.413.414.415.416.417.418.419.420.421.422.423.424.425.426.427.428.429.430.431.432.433.434.435.436.437.438.439.440.441.442.443.444.445.446.447.448.449.450.451.452.453.454.455.456.457.458.459.460.461.462.463.464.465.466.467.468.469.470.471.472.473.474.475.476.477.478.479.480.481.482.483.484.485.486.487.488.489.490.491.492.493.494.495.496.497.498.499.500.501.502.503.504.505.506.507.508.509.510.511.512.513.514.515.516.517.518.519.520.521.522.523.524.525.526.527.528.529.530.531.532.533.534.535.536.537.538.539.540.541.542.543.544.545.546.547.548.549.550.551.552.553.554.555.556.557.558.559.560.561.562.563.564.565.566.567.568.569.570.571.572.573.574.575.576.577.578.579.580.581.582.583.584.585.586.587.588.589.590.591.592.593.594.595.596.597.598.599.600.601.602.603.604.605.606.607.608.609.610.611.612.613.614.615.616.617.618.619.620.621.622.623.624.625.626.627.628.629.630.631.632.633.634.635.636.637.638.639.640.641.642.643.644.645.646.647.648.649.650.651.652.653.654.655.656.657.658.659.660.661.662.663.664.665.666.667.668.669.670.671.672.673.674.675.676.677.678.679.680.681.682.683.684.685.686.687.688.689.690.691.692.693.694.695.696.697.698.699.700.701.702.703.704.705.706.707.708.709.710.711.712.713.714.715.716.717.718.719.720.721.722.723.724.725.726.727.728.729.730.731.732.733.734.735.736.737.738.739.740.741.742.743.744.745.746.747.748.749.750.751.752.753.754.755.756.757.758.759.760.761.762.763.764.765.766.767.768.769.770.771.772.773.774.775.776.777.778.779.780.781.782.783.784.785.786.787.788.789.790.791.792.793.794.795.796.797.798.799.800.801.802.803.804.805.806.807.808.809.810.811.812.813.814.815.816.817.818.819.820.821.822.823.824.825.826.827.828.829.830.831.832.833.834.835.836.837.838.839.840.841.842.843.844.845.846.847.848.849.850.851.852.853.854.855.856.857.858.859.860.861.862.863.864.865.866.867.868.869.870.871.872.873.874.875.876.877.878.879.880.881.882.883.884.885.886.887.888.889.890.891.892.893.894.895.896.897.898.899.900.901.902.903.904.905.906.907.908.909.910.911.912.913.914.915.916.917.918.919.920.921.922.923.924.925.926.927.928.929.930.931.932.933.934.935.936.937.938.939.940.941.942.943.944.945.946.947.948.949.950.951.952.953.954.955.956.957.958.959.960.961.962.963.964.965.966.967.968.969.970.971.972.973.974.975.976.977.978.979.980.981.982.983.984.985.986.987.988.989.990.991.992.993.994.995.996.997.998.999.1000.1001.1002.1003.1004.1005.1006.1007.1008.1009.1010.1011.1012.1013.1014.1015.1016.1017.1018.1019.1020.1021.1022.1023.1024.1025.1026.1027.1028.1029.1030.1031.1032.1033.1034.1035.1036.1037.1038.1039.1040.1041.1042.1043.1044.1045.1046.1047.1048.1049.1050.1051.1052.1053.1054.1055.1056.1057.1058.1059.1060.1061.1062.1063.1064.1065.1066.1067.1068.1069.1070.1071.1072.1073.1074.1075.1076.1077.1078.1079.1080.1081.1082.1083.1084.1085.1086.1087.1088.1089.1090.1091.1092.1093.1094.1095.1096.1097.1098.1099.1100.1101.1102.1103.1104.1105.1106.1107.1108.1109.1110.1111.1112.1113.1114.1115.1116.1117.1118.1119.1120.1121.1122.1123.1124.1125.1126.1127.1128.1129.1130.1131.1132.1133.1134.1135.1136.1137.1138.1139.1140.1141.1142.1143.1144.1145.1146.1147.1148.1149.1150.1151.1152.1153.1154.1155.1156.1157.1158.1159.1160.1161.1162.1163.1164.1165.1166.1167.1168.1169.1170.1171.1172.1173.1174.1175.1176.1177.1178.1179.1180.1181.1182.1183.1184.1185.1186.1187.1188.1189.1190.1191.1192.1193.1194.1195.1196.1197.1198.1199.1200.1201.1202.1203.1204.1205.1206.1207.1208.1209.1210.1211.1212.1213.1214.1215.1216.1217.1218.1219.1220.1221.12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22.2223.2224.2225.2226.2227.2228.2229.2230.2231.2232.2233.2234.2235.2236.2237.2238.2239.2240.2241.2242.2243.2244.2245.2246.2247.2248.2249.2250.2251.2252.2253.2254.2255.2256.2257.2258.2259.2260.2261.2262.2263.2264.2265.2266.2267.2268.2269.2270.2271.2272.2273.2274.2275.2276.2277.2278.2279.2280.2281.2282.2283.2284.2285.2286.2287.2288.2289.2290.2291.2292.2293.2294.2295.2296.2297.2298.2299.2300.2301.2302.2303.2304.2305.2306.2307.2308.2309.2310.2311.2312.2313.2314.2315.2316.2317.2318.2319.2320.2321.2322.2323.2324.2325.2326.2327.2328.2329.2330.2331.2332.2333.2334.2335.2336.2337.2338.2339.2340.2341.2342.2343.2344.2345.2346.2347.2348.2349.2350.2351.2352.2353.2354.2355.2356.2357.2358.2359.2360.2361.2362.2363.2364.2365.2366.2367.2368.2369.2370.2371.2372.2373.2374.2375.2376.2377.2378.2379.2380.2381.2382.2383.2384.2385.2386.2387.2388.2389.2390.2391.2392.2393.2394.2395.2396.2397.2398.2399.2400.2401.2402.2403.2404.2405.2406.2407.2408.2409.2410.2411.2412.2413.2414.2415.2



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 based on your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be 600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. Performance Pay will be effective upon successful completion of the TCS Xplore 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. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, based on your performance in TCS Xplore Program. The incentives give you an additional earning potential of up to 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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4

TATA CONSULTANCY SERVICES

DELHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India
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

Ragin
Ravindrabhai
Shah



Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = TCS, ou = TCSL, email = ragin_ravindrabhai@tcs.com, c = IN
c = IN, o = TCS, ou = TCSL, email = ragin_ravindrabhai@tcs.com, c = IN
Date: 2024.10.10 10:45:46 +05'30'



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 required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning,

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TATA CONSULTANCY SERVICES

DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Ph: 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

Date: 2024.10.10 10:45:46 -05:30

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Ravindrab
hai Shah





Compensation and Promotion policy.

8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

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TATA CONSULTANCY SERVICES

DEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

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

Abhishek
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Training and Placement Cell

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c=IN, o=TCS, ou=TCS, email=ragin_ravindrabhai@tcs.com
Date: 2024.10.10 10:45:46 +05'30'





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 out in 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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Training and Placement Cell

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Digitally signed by Ragin Rajivhai Shah
DN: cn=Ragin Rajivhai Shah,
o=TCS, ou=India, email=ragin.rajivhai@tcs.com,
c=IN

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Ravindrab
hai Shah





Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your 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 of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:

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Ravindrab
hai Shah

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DN: cn = Ragini Ravindrabhai Shah, o = TCS, ou = TCS, email = ragini.ravindrabhai@tcs.com, c = IN
c = IN, o = TCS, ou = TCS, email = ragini.ravindrabhai@tcs.com, c = IN
Date: 2024.10.10 10:45:46 +05'30'



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

Withdrawal of Offer

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

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

**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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hai Shah





- 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	Patel Yash Rasikbhai
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 Children then 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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TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

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 DN: cn=Ragin Ravindrabhai Shah, o=TCS, ou=India, email=ragin.rashah@tcs.com
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 Ravindrabhai
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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 – Gurgaon 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 Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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 DN: cn=Bhoyan Rathod, o=Swarnajayanti Startup & Innovation University, email=Ragin.Ravindrabhai.Shah@swarnajayanti.edu.in, c=IN
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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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DN: cn = Ragin Ravindrabhai Shah, o = Swarnajayanti Startup & Innovation University, email = ragin@swarnajayanti.edu.in, c = IN
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Date: 2024.10.10 10:45:46 +05:30



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 be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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


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

TCIEXP/HRD/XCRP/RC36/2021

3rd April,2021

Subject: Offer of Appointment

Dear Mr. Patel Jay Niravkumar,

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 **5th June,2021** 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 **5th June,2021 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



TCI Express Limited

CIN: L62200TG2008PLC061781

Ragini
Ravindrab
hai Shap

Corporate Office: TCI House, Plot No. 69, Sector 32, Institutional Area, Gurugram - 122001, India
Tel.: +91-124-2384090-94 • Email: info@tciexpress.in • Website: www.tciexpress.in
Registered Office: Flat Nos. 306 & 307, 1-8-273, Third Floor, Ashoka Bhoopal Chambers, S P Road, Secunderabad – 500003 • Tel.: +91 40 27840104

Digitally signed by Ragini Raviindrabhai
DN: cn=Ragini Raviindrabhai, o=TCI Express Limited, email=ragini@tciexpress.in, c=IN
Date: 2021.04.03 10:45:46 +05'30'



Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **7th April,2021**.

Regards,

With Best Wishes,

For TCI Express Ltd.



**Amresh Mishra
AVP-HR**

Jaydev

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



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DN: cn = Ragin Ravindrabhai, o = TCI
Express, email = ragin@tciltd.com, c = IN,
serial = 1, version = 1
c = IN, o = TCI Express, ou = HR, email =
ragin@tciltd.com, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05:30

TCIEXP/HRD/XCRP/RC37/2021

3rd April,2021

Subject: Offer of Appointment

Dear Ms. Patel Krupa Tarunbhai,

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 **5th June,2021** 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 **5th June,2021 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



TCI Express Limited

CIN: L62200TG2008PLC061781

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Ravindrab
hai Shai

Corporate Office: TCI House, Plot No. 69, Sector 32, Institutional Area, Gurugram - 122001, India
Tel.: +91-124-2384090-94 • Email: info@tciexpress.in • Website: www.tciexpress.in
Registered Office: Flat Nos. 306 & 307, 1-8-273, Third Floor, Ashoka Bhoopal Chambers, S P Road, Secunderabad – 500003 • Tel.: +91 40 27840104

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DN: cn=Ragini Raviindrabhai, o=TCI Express Limited, email=ragini@tciexpress.in, c=IN
Date: 2021.04.03 10:45:46 +05'30'



(ANNEXURE-1: CTC DETAILS)

Name: Patel Krupa Tarunbhai **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.**

Krupa

Signature

Training and Placement Cell

TCI Express Limited

CIN: L62200TG2008PLC061781

Corporate Office: TCI House, Plot No. 69, Sector 32, Institutional Area, Gurugram - 122001, India

Tel.: +91-124-2384090-94 • Email: info@tciexpress.in • Website: www.tciexpress.in

Registered Office: Flat Nos. 306 & 307, 1-8-273, Third Floor, Ashoka Bhoopal Chambers, S P Road, Secunderabad - 500003 • Tel.: +91 40 27840104

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hai Shah

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DN: cn=Ravin Rai...
o=TCI Express Limited
c=IN



TCIEXP/HRD/XCRP/RC38/2021

3rd April,2021

Subject: Offer of Appointment

Dear Ms. Patel Srusty Pankajbhai,

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 **5th June,2021** 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 **5th June,2021 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

TCI Express Limited

CIN: L62200TG2008PLC061781

Corporate Office: TCI House, Plot No. 69, Sector 32, Institutional Area, Gurugram - 122001, India
Tel.: +91-124-2384090-94 • Email: info@tciexpress.in • Website: www.tciexpress.in

Registered Office: Flat Nos. 306 & 307, 1-8-273, Third Floor, Ashoka Bhoopal Chambers, S P Road, Secunderabad – 500003 • Tel.: +91 40 27840104

Digitally signed by Ragin Raviindrabhai Shastri
DN: cn=Ragin Raviindrabhai Shastri, o=TCI Express Limited, ou=HRD, email=Ragin.Raviindrabhai@tciexpress.in, c=IN

Ragin Raviindrabhai Shastri



TCIEXP/HRD/XCRP/RC40/2021

3rd April,2021

Subject: Offer of Appointment

Dear Ms. Bhavsar Mamta Mahendrabhai,

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 **5th June, 2021** 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 **5th June, 2021 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



TCI Express Limited

CIN: L62200TG2008PLC061781

Ragini
Ravindrab
hai Shai

Corporate Office: TCI House, Plot No. 69, Sector 32, Institutional Area, Gurugram - 122001, India
Tel.: +91-124-2384090-94 • Email: info@tciexpress.in • Website: www.tciexpress.in
Registered Office: Flat Nos. 306 & 307, 1-8-273, Third Floor, Ashoka Bhoopal Chambers, S P Road, Secunderabad – 500003 • Tel.: +91 40 27840104

Digitally signed by Ragini Mahendrabhai
DN: cn=Ragini Mahendrabhai, o=TCI Express Limited, email=Ragini.Mahendrabhai@tciexpress.in, c=IN
Date: 2021.04.03 10:45:46 +05'30'



TCIEXP/HRD/XCRP/RC41/2021

3rd April,2021

Subject: Offer of Appointment

Dear Ms. Patel Dhvaniben Sanjaykumar,

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 **5th June,2021** 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 **5th June,2021 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



TCI Express Limited

CIN: L62200TG2008PLC061781

Ragini
Ravindrab
hai Shari

Corporate Office: TCI House, Plot No. 69, Sector 32, Institutional Area, Gurugram - 122001, India
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Digitally signed by Ragini Bhandari
DN: cn=Ragini Bhandari, o=TCI Express Limited, email=Ragini.Bhandari@tciexpress.in, c=IN
Date: 2021.04.03 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 **5th June,2021 to 21st June,2021** 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 5th June,2021 -**

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 June,2021**)

Amresh Mishra

Dhvaniben



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Bhayan Rathod, o=Swarnajayanti Startup & Innovation University, email=Ragin.Ravindrabhai.Shah@swarnajayanti.edu.in, c=IN
Date: 2024.10.10 10:45:46 +05:30

On Panel - ONGC, ISRO, PRL, IPR

DR. MANISH TRIVEDI
B.P.T. M.D.T.M.I.A.P

Certified Thera - Band (U S A) Faculty

H.O.D. Physiotherapy Center **Apang Manav Mandal**

Ref No

Date

15th June 2022

APPOINTMENT LETTER

To,

Dave Yashvi Sunil

A-3/5, Devdutt Flats, Naranpura, Ahmedabad

Sub: Offer letter for the post of Physiotherapist

Dear Yashvi Dave,

Upon reviewing your job application and successful completion of your interview We are happy to send you this offer letter in order to work for our organization (APANG MANAV MANDAL PHYSIOTHERAPY CENTRE) as a physiotherapist. Your expertise and observational skills stood out for us, as these skills that are currently required in our organization.

As a Physiotherapist, you will be responsible to provide appropriate treatment and deliver physical therapy services to the clients of this organization. The specific job responsibilities for this post will include implementing the procedures, examinations as well as supporting patients while performing the exercises.

As per the discussion your annual CTC will be RS 1,26,000. You have to join with immediate effect after receiving the offer letter. We hope you will deliver great service to our patients and maintain professional ethics during the working tenure.

We are happily waiting to work with you in the future.

DR. MANISH TRIVEDI

AUTHORISED SIGNATURE

Dr. Manish Trivedi (PT)

Consulting Physiotherapist

GSCPT Reg. No.

GPC - 3067

Training and Placement Cell

● Opp.Kamlakamdhunu Hall, Drive-in Road, Ahmedabad Ph.: 27913937

● Opp. AMA Centre, B/h. " ATIRA" Vastrapur Road, Ahmedabad Ph.: 26304401



22



UMA MULTISPECIALITY HOSPITAL

Carring your trust

APPOINTMENT LETTER

DATE: 1ST October 2023

Name: Gor Rajeshri Dharmendrarsinh

Dear Doctor,

Appointed as Full time Physiotherapist

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position of full time Physiotherapist with Uma Multispeciality Hospital effective from 1st October 2023 under the following terms and conditions:

1. SALARY

Your salary will be commence at 30,000/- permonth

2. WORKING HOURS

Your working hours will be 9am-6pm.

3. LEAVES

You will be provided 4 leaves/ month

4. NOTICE PERIOD

- If you want to quit the job you have to give prior notice before 30 days notice period.
- If employ fail to do so; his/her deposited salary will not be given and considered as penalty.

At times you may be required to work irregular hours,including Saturday and Sunday.

THANK YOU.

DOCTOR'S SIGNATURE



Training and Placement Cell

📍 A / 14-15 / Govind Park-2, Near. Sinor Chokdi,
Dabhoi-Sinor Road, Dabhoi.-39110
☎ 6357300511 | 6357300522





Date: 28/03/2022

Name: Dr.Pruthviben Upadhyay

Sub: Appointment Letter

Dear Dr.Pruthviben Upadhyay this is in reference to the meeting you had with us. We are glad to offer you the position of **Physiotherapist** in our Trisha Multispecialty Hospital.

PLACE OF POSTING:

The EMPLOYEE shall report to work at **Trisha Multispecialty Hospital Dream Square, Opp. Ramdev Pir Temple, Nirmay Nagar Under Pass, Nava Vadaj, Ahmedabad-380013**

Hours of Work:

The employee is required to work for **6hr.** During the weekdays. The weekly holiday would be on as per direction H.O.,

General Shift Time: 8:00am to 1:00pm

The weekly off will be change at any time as per necessity of the organization.

REMUNERATION:

The Employer Shall Pay the EMPLOYEE CTC is 7500/- Per month

Below are the terms and conditions that you will need to abide by:

1. You will be posted at **Physiotherapist** and will need to report to **C.M.O.** or any other person nominated by the Hospital. But this is not static. You are liable to be transferred to any other Departments / Divisions of the Hospital.
2. Your appointment will be finalized upon your examination and when found fit.
3. References from your former employers will also affect the appointment procedure.
4. Your retirement age from the Hospital will be the superannuating age of 58 years. You are hence expected to provide evidence of your date of birth at the time of joining.
5. All the general rules, practices and policies of the Hospital are liable to change from time to time. However, you will be expected to abide by the changes.
6. In case of laws enacted by the State/Central Government, you would be entitled to such benefits at the discretion of the management.
7. You will be expected to maintain the highest order of discipline and secrecy with the Hospital and/or its Subsidiaries or Associates. In case of any breach of discipline/trust, the Hospital is liable to terminate your service with immediate effect.
8. You will be expected to respect, obey and conform to all the regulations issued by the Hospital from time to time. You shall not be a part of any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Hospital during your tenure in the Hospital. If found guilty, you will be terminated with immediate effect.
9. The Hospital also reserves the right to send you for specialized training within India or overseas to enable you to perform better. If such necessity occurs, you will require executing a training bond with the Hospital.


Training and Placement Cell



Ragini Ravindrabhai Shah