

Invitation of Employment. Please note that you will be required to submit an original, signed hard copy of this Invitation of Employment to the HR Service Center on the date of joining. We look forward to hearing from you.

Sincerely,



Mohit Sadarangani
Senior Recruiter

ACCEPTANCE

By signing this Invitation of Employment and reviewing the sample Employment Agreement and benefits brochure, you agree to and accept the terms and conditions of employment with Cerner. Please electronically acknowledge, print, sign and return all pages of this Invitation of Employment in person or by uploading a scanned copy to your Cerner Careers account. You will receive an official copy of the Employment Agreement with your new hire paperwork, which must be signed on or before your first day with Cerner.

Signature: _____
Patel Anish Pankajkumar

Date: _____


Training and Placement Cell

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c. IN, o. Personal, ou=CSIS, email=ragin_ravindrabhai@rediffmail.com, cn=Ragin Ravindrabhai Shah
c. IN, o. Personal, ou=CSIS, email=ragin_ravindrabhai@rediffmail.com, cn=Ragin Ravindrabhai Shah
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Date: 2024.10.10 16:40:46 +05'30'

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Signature: _____
Purohit Sahdev Khimjibhai

Date: _____



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Ravindrab
hai Shah

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DN: c. IN, o. Personal, ou=CSO,
email=ragin_ravindrabhai@swarnim.edu,
cn=Ragin Ravindrabhai
c. IN, o. Personal, ou=CSO,
email=ragin_ravindrabhai@swarnim.edu,
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Signature: _____
Sharma Akhilesh Rajendrakumar

Date: _____



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Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c. IN, o. Personal, ou. 405,
serialNumber. 02a49661442e3844
051e4d110e,
c. IN, o. 02a49661442e3844051e4d110e,
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ou. 02a49661442e3844051e4d110e,
c. IN,
Date: 2024.10.10 16:40:46 +05'30



April 17, 2023

Dear Jethva Harsh Pravinbhai,

On behalf of Cerner Healthcare Solutions India Private Limited ("Cerner"), I am pleased to share you the position of Software Engineer at Manyata C-2 in Bangalore. We believe your skills, aptitude, and interests are consistent with the outstanding opportunities for growth in this group.

Your position at Cerner is subject to a minimum probationary period of six (6) months. Your continued employment may be confirmed at the end of the probationary period if your performance is satisfactory. Your probationary period will count towards your continuous employment.

COMPENSATION

We are providing an Annual Guaranteed Cash of Rs. 5,88,800.

Cerner will deduct taxes at source as required by law. You will be responsible for your tax liabilities under applicable tax laws and regulations. Your CTC opportunity is Rs. 6,73,195 per annum. You will enjoy benefits and perquisites as detailed in the attachment. Cerner reserves the right to vary, amend and modify any item of the salary package without adversely affecting the total compensation. Compensation is regarded as confidential information and should not be disclosed to other employees. Your position at Cerner is a professional position that requires a significant level of responsibility, discretion and independent judgment. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure good results.

ASSOCIATE BENEFITS

Cerner provides a comprehensive program of benefits to address your physical, financial and emotional health. At Cerner, we believe the foundation for a successful career starts with a variety of options that meet your needs while supporting a healthy lifestyle.

A standard component of our benefits package is Personal Time Off. You will be entitled to 27 days of Personal Time Off each year to be used for vacation, illnesses and other personal reasons and 10 standard business holidays. Please access the benefits brochure for additional details.

EMPLOYMENT AGREEMENT

Cerner will spend a significant amount of time and money in training you as Cerner has established significant momentum in the development of client relationships, professional staff, systems development methodology, and proprietary software solutions. We regard these areas as the most important assets owned by Cerner. It is our intent to guard these assets closely. Therefore, every associate of Cerner is required to execute an Employment Agreement. This Agreement includes the terms of your employment relationship with Cerner, including without limitation, a covenant not to disclose confidential client and internal information, a covenant not to compete against Cerner during the term of the Agreement, a covenant not to solicit our associates, and establishes that, during the term of your employment, the benefits of your endeavors accrue to Cerner. A sample copy of this Employment Agreement has been made available for your review.

AO FOR EMPLOYMENT

The purpose of this Invitation of Employment is to put in writing the specifics of our AO of employment to commence work with Cerner by April 29, 2023. This Invitation of Employment is contingent upon receipt of a satisfactory outcome of a background check and precedes on the basis that information you provided is accurate.

Please acknowledge and electronically accept this Invitation of Employment by April 22, 2023, after which date, this AO will expire. If you need more time to consider your options, simply let us know, and we can decide upon a mutually acceptable date within which you could confirm your acceptance of this

Cerner Healthcare Solutions India Private Limited | Registered Office: Ground Floor, Wing B, Block H2, Mountain Ash
Manyata Embassy Business Park, Nagawara, Bangalore 560 045, Karnataka, India

+91 80 4501 1001 | Fax: +91 80 4501 1002 | CIN: U72200KA2014FTCC130004 | Email: Cerner-india@cerner.com | www.cerner.com

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hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Personal, o = Cerner,
email = ragin@cerner.com, ou = Bangalore,
c = IN, o = Cerner, ou = Bangalore,
email = ragin@cerner.com, ou = Bangalore,
ou = Bangalore, postalCode = 560015,
c = IN,
serialNumber = 20241010104046-0930,
uniqueIdentifier = 4076664446, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:40:46 +05'30



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Patel Prashant Rajendrabhai

Date: _____



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07951483.postalCode.380015,
c. Cerner,
serialNumber.020602747709e830c,
name.0107110341241320a00007
407666448, cn. Ragin Ravindrabhai
Shah
Date: 2024.10.10 16:40:46 +05'30



April 17, 2023

Dear Shah Keval Ketankumar,

On behalf of Cerner Healthcare Solutions India Private Limited ("Cerner"), I am pleased to share you the position of Software Engineer at Manyata C-2 in Bangalore. We believe your skills, aptitude, and interests are consistent with the outstanding opportunities for growth in this group.

Your position at Cerner is subject to a minimum probationary period of six (6) months. Your continued employment may be confirmed at the end of the probationary period if your performance is satisfactory. Your probationary period will count towards your continuous employment.

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DN: cn = Personal, o=Cerner, email=ragin@cerner.com, c=IN, postalCode=560045
c=IN, o=Cerner, ou=Software Engineering, email=ragin@cerner.com, postalCode=560045
o=Cerner
serialNumber=20240417104046-0930
c=IN, o=Cerner, ou=Software Engineering, email=ragin@cerner.com, postalCode=560045
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Sincerely,



Mohit Sadarangani
Senior Recruiter

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Signature: _____
Shah Keval Ketankumar

Date: _____



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Date: 2024.10.10 16:49:46 +05'30'

Date: 03/April/2023

Rajpurohit Mohit Bhuraram

APPOINTMENT LETTER

Dear Mohit,

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to share with you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **07 April 2023**.
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 'AO' 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 Appointment. 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 AO by indicating your acceptance on receipt, else this Letter of Appointment 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 Appointment.
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,



HARIHARAN

Sundaram Hariharan
Director
Envision Financial Systems (I) Pvt. Ltd



Training and Placement Cell



Ragin

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Digitally signed by Ragin Razindubhai
Shah
DN: c=IN, o=Person, ou=ENFS,
email=ragin@enfs.com, cn=Ragin Razindubhai
Shah

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 AO 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 2024.

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 unauthorized 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 unauthorized 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

Ravindrab
hai Shah

Digitally signed by Ragin Raundasthina
DN: c=IN, o=Personal, cn=Ragin
Raundasthina, email=Ragin.Raundasthina@ens.com

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DN: c=IN, o=Personal, cn=Ragin
Raundasthina, email=Ragin.Raundasthina@ens.com

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



Confidentiality of Salary Information

- a. Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.
- b. You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your immediate superior.
- c. In a similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

Whole Time Employment: You are required not to engage yourself in any other gainful or commercial employment, business or activity, part-time or full-time, directly, indirectly, or simultaneously, as long as you are employed with the Company, nor engage yourself directly or indirectly, in any other profitable business connected with the dealings or activities of the Company in any way. Any action to the contrary would render your services liable for termination, notwithstanding any other conditions in the appointment letter.

Working in shifts: To meet the business needs, you may be required to work in non-regular shifts (morning, afternoon and Night shifts) as and when required.

Inventions / Innovations Rights: The Company reserves its right on any innovations / inventions / discoveries / products made / developed during your employment with the Company and you should not make any claims on the said innovations / discoveries, etc.

Deputation: Although your initial place of work is nominated as Bangalore, you may be deputed to work at any one of the other locations of the Company, or any of their client sites, whether in USA or elsewhere as and when considered necessary, solely at the discretion of the Management.

Veracity of Information provided and Antecedents Check: Envision Financial Systems (India) Pvt. Ltd. has engaged you on the presumption that the particulars furnished in your resume and testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated/canceled without any notice. Your employment with the Company is also subject to satisfactory completion of your reference and educational qualification check, and your providing documentary proof of your last drawn salary and work testimonials if any.

Personal Conduct: The Management shall be at liberty to terminate your service without any notice in the event of:

- a. Insubordination, indiscipline, dishonesty or negligence of duty.
- b. You being unable to attend to your duties effectively on account of prolonged ill health.

During the period of Investigation into such circumstances, you are liable to be suspended from duty without any wages or salary.


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Shah
DN: c=IN, o=Personal, cn=Ragin
Ravindrabhai, email=Ragin.Ravindrabhai@
enfs.com

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Appendix to Letter of Appointment - TEN POINT INFORMATION

1. List of documents, Xerox copies of which are to be submitted at the time of joining:

S. No.	Description	Submitted (Y/N)
1	Appointment Letter of Envision Financial Systems (I) Pvt. Ltd. signed by the employee.	
2	Degree Certificate: You are requested to produce the final degree certificates of your Diploma / Bachelor's Degree / Master's Degree / others.	
3	Mark Sheets: Mark sheets of all semesters must be provided. In case of multiple attempts the mark sheets of all attempts must be provided.	
4	Salary Proof: Copy of Latest Salary Slip/Salary Certificate/Appointment Letter (In that order)	
5	Experience Certificate: Please submit an experience letter from your former employer indicating: <ul style="list-style-type: none"> • The total years of experience • Name and duration of the project • Brief description of the project • Your role in the project 	
6	Relieving Letter: Please submit a relieving letter from your former employer	
7	Passport	
8	Photograph: Three passport size photographs	
9	Income Tax Deductions Certificate from previous employer	

Note: Originals of items 2-7 will be required at the time of joining. These will be returned to the employee after verification.

2. Initial stay arrangement: Company arranges up to 7 days stay in a guest house for the outstation candidates.
3. Relocation policy: AC 2-tier train fare for self by shortest route from current location to Bangalore
4. Office timings:
 - a. Business days: Monday to Friday
 - b. 10:00 am to 7:00 pm with a 30 minute lunch break
[Subject to change depending upon the need to work with the US Office/Project Need]
 - c. Please report to the Front Desk Executive at 9:30 AM on the day of joining who will guide you further.

Ragin

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Digitally signed by Ragin Rajindrabhai
Shah
DN: c=IN, o=Personal, cn=Ragin
Rajindrabhai Shah, email=ragin@enfs.com

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Training and Placement Cell

5. Banking: Company maintains salary accounts for employees with ICICI Bank.
6. Finding an accommodation:
 - a. Flats/independent houses are available for lease/rent in and around.
 - b. Brokers facilitate the process charging one month's rent as brokerage, which may be Negotiable
 - c. An amount equivalent to 10 months' rent is usually deposited with the land lord as security money which is refunded at the time of termination of the lease. This may be planned for by you.
7. School admission for children: Sessions start in June, forms for which are available in the months of November-December
8. Office address and telephone number:

Envision Financial Systems (India) Pvt. Ltd.
Purva Gainz, Ground Floor, Survey No.9,
Beratana Agrahara, Hosur Main Road, Next to Audi Showroom,
Bangalore - 5600100
Tele: +91 (80) 41102260
9. Commuting in the city:
 - a. The city is well networked by the bus service provided by BMTCL. For bus route information checkup <http://www.bmtcinfo.com/index.htm>
 - b. Private auto rickshaws ply with the meter depicting the fare to be paid.
10. Climate/Culture: Bangalore is the capital of Karnataka. It is called the Garden City for its delicate blossoms and greenery that impart a unique beauty to this lovely city. The weather is the city's best feature, with pleasant summers and bearable winters. Bangalore is a cosmopolitan city, where different cultures and customs exist. More information about the city can be had at <http://www.bangaloren.net.com/index.asp>



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Shah
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Rajendrabha, email=RaginRajendrabha
@gmail.com
[Reason: I am the signer of this
document]
Date: 2024.10.16 10:45:46 +05'30'

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Date: 03/April/2023

Jaymin Sureshbhai Parmar

APPOINTMENT LETTER

Dear Jaymin,

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to share with you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **07 April 2023**.
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 'AO' 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 Appointment. 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,



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Sundaram Hariharan

Director

Envision Financial Systems (I) Pvt. Ltd


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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 AO 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 2024.

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 unauthorized 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 unauthorized 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

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Appendix to Letter of Appointment - TEN POINT INFORMATION

1. List of documents, Xerox copies of which are to be submitted at the time of joining:

S. No.	Description	Submitted (Y/N)
1	Appointment Letter of Envision Financial Systems (I) Pvt. Ltd. signed by the employee.	
2	Degree Certificate: You are requested to produce the final degree certificates of your Diploma / Bachelor's Degree / Master's Degree / others.	
3	Mark Sheets: Mark sheets of all semesters must be provided. In case of multiple attempts the mark sheets of all attempts must be provided.	
4	Salary Proof: Copy of Latest Salary Slip/Salary Certificate/Appointment Letter (In that order)	
5	Experience Certificate: Please submit an experience letter from your former employer indicating: <ul style="list-style-type: none"> • The total years of experience • Name and duration of the project • Brief description of the project • Your role in the project 	
6	Relieving Letter: Please submit a relieving letter from your former employer	
7	Passport	
8	Photograph: Three passport size photographs	
9	Income Tax Deductions Certificate from previous employer	

Note: Originals of items 2-7 will be required at the time of joining. These will be returned to the employee after verification.

2. Initial stay arrangement: Company arranges up to 7 days stay in a guest house for the outstation candidates.
3. Relocation policy: AC 2-tier train fare for self by shortest route from current location to Bangalore
4. Office timings:
 - a. Business days: Monday to Friday
 - b. 10:00 am to 7:00 pm with a 30 minute lunch break
[Subject to change depending upon the need to work with the US Office/Project Need]
 - c. Please report to the Front Desk Executive at 9:30 AM on the day of joining who will guide you further.

Training and Placement Cell

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5. Banking: Company maintains salary accounts for employees with ICICI Bank.
6. Finding an accommodation:
 - a. Flats/independent houses are available for lease/rent in and around.
 - b. Brokers facilitate the process charging one month's rent as brokerage, which may be Negotiable
 - c. An amount equivalent to 10 months' rent is usually deposited with the land lord as security money which is refunded at the time of termination of the lease. This may be planned for by you.
7. School admission for children: Sessions start in June, forms for which are available in the months of November-December
8. Office address and telephone number:

Envision Financial Systems (India) Pvt. Ltd.
Purva Gainz, Ground Floor, Survey No.9,
Beratana Agrahara, Hosur Main Road, Next to Audi Showroom,
Bangalore - 5600100
Tele: +91 (80) 41102260
9. Commuting in the city:
 - a. The city is well networked by the bus service provided by BMTc. For bus route information checkup <http://www.bmtcinfo.com/index.htm>
 - b. Private auto rickshaws ply with the meter depicting the fare to be paid.
10. Climate/Culture: Bangalore is the capital of Karnataka. It is called the Garden City for its delicate blossoms and greenery that impart a unique beauty to this lovely city. The weather is the city's best feature, with pleasant summers and bearable winters. Bangalore is a cosmopolitan city, where different cultures and customs exist. More information about the city can be had at <http://www.bangaloren.net.com/index.asp>


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Date: 03/April/2023

Sagar Rajesh Badgujar

APPOINTMENT LETTER

Dear Sagar,

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to share with you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **07 April 2023**.
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 'AO' 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 Appointment. 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 AO by indicating your acceptance on receipt, else this Letter of Appointment 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 Appointment.
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,



HARIHARAN

Sundaram Hariharan
Director
Envision Financial Systems (I) Pvt. Ltd



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TERMS AND CONDITIONS

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Training and Placement Cell

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Confidentiality of Salary Information

- a. Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.
- b. You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your immediate superior.
- c. In a similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

Whole Time Employment: You are required not to engage yourself in any other gainful or commercial employment, business or activity, part-time or full-time, directly, indirectly, or simultaneously, as long as you are employed with the Company, nor engage yourself directly or indirectly, in any other profitable business connected with the dealings or activities of the Company in any way. Any action to the contrary would render your services liable for termination, notwithstanding any other conditions in the appointment letter.

Working in shifts: To meet the business needs, you may be required to work in non-regular shifts (morning, afternoon and Night shifts) as and when required.

Inventions / Innovations Rights: The Company reserves its right on any innovations / inventions / discoveries / products made / developed during your employment with the Company and you should not make any claims on the said innovations / discoveries, etc.

Deputation: Although your initial place of work is nominated as Bangalore, you may be deputed to work at any one of the other locations of the Company, or any of their client sites, whether in USA or elsewhere as and when considered necessary, solely at the discretion of the Management.

Veracity of Information provided and Antecedents Check: Envision Financial Systems (India) Pvt. Ltd. has engaged you on the presumption that the particulars furnished in your resume and testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated/canceled without any notice. Your employment with the Company is also subject to satisfactory completion of your reference and educational qualification check, and your providing documentary proof of your last drawn salary and work testimonials if any.

Personal Conduct: The Management shall be at liberty to terminate your service without any notice in the event of:

- a. Insubordination, indiscipline, dishonesty or negligence of duty.
- b. You being unable to attend to your duties effectively on account of prolonged ill health.

During the period of Investigation into such circumstances, you are liable to be suspended from duty without any wages or salary.



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Appendix to Letter of Appointment - TEN POINT INFORMATION

1. List of documents, Xerox copies of which are to be submitted at the time of joining:

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4	Salary Proof: Copy of Latest Salary Slip/Salary Certificate/Appointment Letter (In that order)	
5	Experience Certificate: Please submit an experience letter from your former employer indicating: <ul style="list-style-type: none"> • The total years of experience • Name and duration of the project • Brief description of the project • Your role in the project 	
6	Relieving Letter: Please submit a relieving letter from your former employer	
7	Passport	
8	Photograph: Three passport size photographs	
9	Income Tax Deductions Certificate from previous employer	

Note: Originals of items 2-7 will be required at the time of joining. These will be returned to the employee after verification.

2. Initial stay arrangement: Company arranges up to 7 days stay in a guest house for the outstation candidates.
3. Relocation policy: AC 2-tier train fare for self by shortest route from current location to Bangalore
4. Office timings:
 - a. Business days: Monday to Friday
 - b. 10:00 am to 7:00 pm with a 30 minute lunch break
[Subject to change depending upon the need to work with the US Office/Project Need]
 - c. Please report to the Front Desk Executive at 9:30 AM on the day of joining who will guide you further.



Ragin

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5. Banking: Company maintains salary accounts for employees with ICICI Bank.
6. Finding an accommodation:
 - a. Flats/independent houses are available for lease/rent in and around.
 - b. Brokers facilitate the process charging one month's rent as brokerage, which may be Negotiable
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7. School admission for children: Sessions start in June, forms for which are available in the months of November-December
8. Office address and telephone number:

Envision Financial Systems (India) Pvt. Ltd.
Purva Gainz, Ground Floor, Survey No.9,
Beratana Agrahara, Hosur Main Road, Next to Audi Showroom,
Bangalore - 5600100
Tele: +91 (80) 41102260
9. Commuting in the city:
 - a. The city is well networked by the bus service provided by BMTCL. For bus route information checkup <http://www.bmtcinfo.com/index.htm>
 - b. Private auto rickshaws ply with the meter depicting the fare to be paid.
10. Climate/Culture: Bangalore is the capital of Karnataka. It is called the Garden City for its delicate blossoms and greenery that impart a unique beauty to this lovely city. The weather is the city's best feature, with pleasant summers and bearable winters. Bangalore is a cosmopolitan city, where different cultures and customs exist. More information about the city can be had at <http://www.bangalorennet.com/index.asp>



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Date: 03/April/2023

Korat Jeel Jagdishbhai

APPOINTMENT LETTER

Dear Jeel,

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to share with you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **07 April 2023**.
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 'AO' 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 Appointment. 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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6. On the day of joining, please bring the documents listed at Para 1 of **Appendix** to this Letter of Appointment.
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,


HARIHARAN

Sundaram Hariharan
Director
Envision Financial Systems (I) Pvt. Ltd


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[Subject to change depending upon the need to work with the US Office/Project Need]
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[Signature]
Training and Placement Cell

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6. Finding an accommodation:
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[Reason: I have signed this data with my
private key]

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Date: 03/April/2023

Shukla Anuj Ajaykumar

APPOINTMENT LETTER

Dear Anuj,

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to share with you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **07 April 2023**.
2. Your Gross Annual Compensation package covering all benefits extended by the Company will be **Rs. 4,30,000**.
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Date: 2023.10.10 10:45:46 +0530

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TERMS AND CONDITIONS

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Provided, however, that in the event of your unauthorized 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 unauthorized 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

Ravindrab
hai Shah

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Confidentiality of Salary Information

- a. Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.
- b. You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your immediate superior.
- c. In a similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

Whole Time Employment: You are required not to engage yourself in any other gainful or commercial employment, business or activity, part-time or full-time, directly, indirectly, or simultaneously, as long as you are employed with the Company, nor engage yourself directly or indirectly, in any other profitable business connected with the dealings or activities of the Company in any way. Any action to the contrary would render your services liable for termination, notwithstanding any other conditions in the appointment letter.

Working in shifts: To meet the business needs, you may be required to work in non-regular shifts (morning, afternoon and Night shifts) as and when required.

Inventions / Innovations Rights: The Company reserves its right on any innovations / inventions / discoveries / products made / developed during your employment with the Company and you should not make any claims on the said innovations / discoveries, etc.

Deputation: Although your initial place of work is nominated as Bangalore, you may be deputed to work at any one of the other locations of the Company, or any of their client sites, whether in USA or elsewhere as and when considered necessary, solely at the discretion of the Management.

Veracity of Information provided and Antecedents Check: Envision Financial Systems (India) Pvt. Ltd. has engaged you on the presumption that the particulars furnished in your resume and testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated/canceled without any notice. Your employment with the Company is also subject to satisfactory completion of your reference and educational qualification check, and your providing documentary proof of your last drawn salary and work testimonials if any.

Personal Conduct: The Management shall be at liberty to terminate your service without any notice in the event of:

- a. Insubordination, indiscipline, dishonesty or negligence of duty.
- b. You being unable to attend to your duties effectively on account of prolonged ill health.

During the period of Investigation into such circumstances, you are liable to be suspended from duty without any wages or salary.



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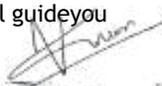
Appendix to Letter of Appointment - TEN POINT INFORMATION

1. List of documents, Xerox copies of which are to be submitted at the time of joining:

S. No.	Description	Submitted (Y/N)
1	Appointment Letter of Envision Financial Systems (I) Pvt. Ltd. signed by the employee.	
2	Degree Certificate: You are requested to produce the final degree certificates of your Diploma / Bachelor's Degree / Master's Degree / others.	
3	Mark Sheets: Mark sheets of all semesters must be provided. In case of multiple attempts the mark sheets of all attempts must be provided.	
4	Salary Proof: Copy of Latest Salary Slip/Salary Certificate/Appointment Letter (In that order)	
5	Experience Certificate: Please submit an experience letter from your former employer indicating: <ul style="list-style-type: none"> • The total years of experience • Name and duration of the project • Brief description of the project • Your role in the project 	
6	Relieving Letter: Please submit a relieving letter from your former employer	
7	Passport	
8	Photograph: Three passport size photographs	
9	Income Tax Deductions Certificate from previous employer	

Note: Originals of items 2-7 will be required at the time of joining. These will be returned to the employee after verification.

2. Initial stay arrangement: Company arranges up to 7 days stay in a guest house for the outstation candidates.
3. Relocation policy: AC 2-tier train fare for self by shortest route from current location to Bangalore
4. Office timings:
 - a. Business days: Monday to Friday
 - b. 10:00 am to 7:00 pm with a 30 minute lunch break
[Subject to change depending upon the need to work with the US Office/Project Need]
 - c. Please report to the Front Desk Executive at 9:30 AM on the day of joining who will guide you further.


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Reason: I am the signer of this document

My e-mail address is: ragin@envision.com

My e-mail address is: ragin@envision.com

Date: 2024.10.16 10:45:46 -05'00'

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5. Banking: Company maintains salary accounts for employees with ICICI Bank.
6. Finding an accommodation:
 - a. Flats/independent houses are available for lease/rent in and around.
 - b. Brokers facilitate the process charging one month's rent as brokerage, which may be Negotiable
 - c. An amount equivalent to 10 months' rent is usually deposited with the land lord as security money which is refunded at the time of termination of the lease. This may be planned for by you.
7. School admission for children: Sessions start in June, forms for which are available in the months of November-December
8. Office address and telephone number:

Envision Financial Systems (India) Pvt. Ltd.
Purva Gainz, Ground Floor, Survey No.9,
Beratana Agrahara, Hosur Main Road, Next to Audi Showroom,
Bangalore - 5600100
Tele: +91 (80) 41102260
9. Commuting in the city:
 - a. The city is well networked by the bus service provided by BMTC. For bus route information checkup <http://www.bmtcinfo.com/index.htm>
 - b. Private auto rickshaws ply with the meter depicting the fare to be paid.
10. Climate/Culture: Bangalore is the capital of Karnataka. It is called the Garden City for its delicate blossoms and greenery that impart a unique beauty to this lovely city. The weather is the city's best feature, with pleasant summers and bearable winters. Bangalore is a cosmopolitan city, where different cultures and customs exist. More information about the city can be had at <http://www.bangalorennet.com/index.asp>



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Date: 03/April/2023

Bhardwaj Rituraj Shambhooram

APPOINTMENT LETTER

Dear Rituraj,

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to share with you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **07 April 2023**.
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 'AO' 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 Appointment. 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 AO by indicating your acceptance on receipt, else this Letter of Appointment 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 Appointment.
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,



HARIHARAN

Sundaram Hariharan
Director
Envision Financial Systems (I) Pvt. Ltd



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email=ragin@enfs.com, cn=Ragin Razindubhai
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Date: 2023.04.03 10:45:46 +0530

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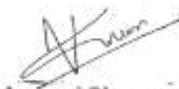
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Bangalore - 5600100
Tele: +91 (80) 41102260
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Service Rules and Regulations: During your employment with the Company, you will be governed by the service rules and regulations of the Company in force 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

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DN: c=IN, o=Personal, cn=Ragin
Kaundalshra, email=RaginKaundalshra@
gmail.com

DN: cn=Ravindrabhai Shah, email=
Ravindrabhai.Shah@enfs.com, o=Envision
Financial Systems (India) Private Limited,
ou=HR

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



Confidentiality of Salary Information

- a. Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.
- b. You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company except to your immediate superior.
- c. In a similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

Whole Time Employment: You are required not to engage yourself in any other gainful or commercial employment, business or activity, part-time or full-time, directly, indirectly, or simultaneously, as long as you are employed with the Company, nor engage yourself directly or indirectly, in any other profitable business connected with the dealings or activities of the Company in any way. Any action to the contrary would render your services liable for termination, notwithstanding any other conditions in the appointment letter.

Working in shifts: To meet the business needs, you may be required to work in non-regular shifts (morning, afternoon and Night shifts) as and when required.

Inventions / Innovations Rights: The Company reserves its right on any innovations / inventions / discoveries / products made / developed during your employment with the Company and you should not make any claims on the said innovations / discoveries, etc.

Deputation: Although your initial place of work is nominated as Bangalore, you may be deputed to work at any one of the other locations of the Company, or any of their client sites, whether in USA or elsewhere as and when considered necessary, solely at the discretion of the Management.

Veracity of Information provided and Antecedents Check: Envision Financial Systems (India) Pvt. Ltd. has engaged you on the presumption that the particulars furnished in your resume and testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated/canceled without any notice. Your employment with the Company is also subject to satisfactory completion of your reference and educational qualification check, and your providing documentary proof of your last drawn salary and work testimonials if any.

Personal Conduct: The Management shall be at liberty to terminate your service without any notice in the event of:

- a. Insubordination, indiscipline, dishonesty or negligence of duty.
- b. You being unable to attend to your duties effectively on account of prolonged ill health.

During the period of Investigation into such circumstances, you are liable to be suspended from duty without any wages or salary.


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Appendix to Letter of Appointment - TEN POINT INFORMATION

1. List of documents, Xerox copies of which are to be submitted at the time of joining:

S. No.	Description	Submitted (Y/N)
1	Appointment Letter of Envision Financial Systems (I) Pvt. Ltd. signed by the employee.	
2	Degree Certificate: You are requested to produce the final degree certificates of your Diploma / Bachelor's Degree / Master's Degree / others.	
3	Mark Sheets: Mark sheets of all semesters must be provided. In case of multiple attempts the mark sheets of all attempts must be provided.	
4	Salary Proof: Copy of Latest Salary Slip/Salary Certificate/Appointment Letter (In that order)	
5	Experience Certificate: Please submit an experience letter from your former employer indicating: <ul style="list-style-type: none"> • The total years of experience • Name and duration of the project • Brief description of the project • Your role in the project 	
6	Relieving Letter: Please submit a relieving letter from your former employer	
7	Passport	
8	Photograph: Three passport size photographs	
9	Income Tax Deductions Certificate from previous employer	

Note: Originals of items 2-7 will be required at the time of joining. These will be returned to the employee after verification.

2. Initial stay arrangement: Company arranges up to 7 days stay in a guest house for the outstation candidates.
3. Relocation policy: AC 2-tier train fare for self by shortest route from current location to Bangalore
4. Office timings:
 - a. Business days: Monday to Friday
 - b. 10:00 am to 7:00 pm with a 30 minute lunch break
[Subject to change depending upon the need to work with the US Office/Project Need]
 - c. Please report to the Front Desk Executive at 9:30 AM on the day of joining who will guide you further.

[Signature]
Training and Placement Cell

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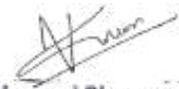
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5. Banking: Company maintains salary accounts for employees with ICICI Bank.
6. Finding an accommodation:
 - a. Flats/independent houses are available for lease/rent in and around.
 - b. Brokers facilitate the process charging one month's rent as brokerage, which may be Negotiable
 - c. An amount equivalent to 10 months' rent is usually deposited with the land lord as security money which is refunded at the time of termination of the lease. This may be planned for by you.
7. School admission for children: Sessions start in June, forms for which are available in the months of November-December
8. Office address and telephone number:

Envision Financial Systems (India) Pvt. Ltd.
Purva Gainz, Ground Floor, Survey No.9,
Beratana Agrahara, Hosur Main Road, Next to Audi Showroom,
Bangalore - 5600100
Tele: +91 (80) 41102260
9. Commuting in the city:
 - a. The city is well networked by the bus service provided by BMTCL. For bus route information checkup <http://www.bmtcinfo.com/index.htm>
 - b. Private auto rickshaws ply with the meter depicting the fare to be paid.
10. Climate/Culture: Bangalore is the capital of Karnataka. It is called the Garden City for its delicate blossoms and greenery that impart a unique beauty to this lovely city. The weather is the city's best feature, with pleasant summers and bearable winters. Bangalore is a cosmopolitan city, where different cultures and customs exist. More information about the city can be had at <http://www.bangalorennet.com/index.asp>



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4. Place of Work

Your place of posting will be in **Bangalore** however, should a need arise you may be transferred or expected to travel to any of our offices and customer locations from time to time.

5. Working Hours and attendance

You are required to work a minimum of 40-hours per week for a 5-day week as per the duty roster set by the Company. However, where necessary, you are expected to work beyond the official working hours and be available to ensure the appropriate responsiveness expected out of your role. It is mandatory that the employee reports to the Office in person on all the working days and ensure that the discipline is maintained in terms of the attendance and work hours. Any act of non-adherence would be viewed seriously and attract appropriate actions.

6. Notice of Termination

6.1 In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, unless approved by the company post facto, the Management will treat you as having voluntarily abandoned the services of the Company after giving sufficient notice for cure of such absence.

6.2 Your services are liable to be terminated at any time:

1. During probation or after confirmation, in case you are found to be medically unfit by the Comp Any Authorized Medical practitioner, on examination
2. As and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and /or any bad record in the past under the previous employer, or because of your giving false information at the time of your commencement or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification, experience, salary etc.
3. If you are found to be not possessing desired qualification which do not conform to custom authority and/govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy.
4. Notwithstanding any of the clauses above, your services would be liable to be terminated without assigning any reason by giving 'Three months' notice or on payment of an amount equivalent Three month's salary in lieu of the notice period, if it is on the confirmation of services on successful completion of Probation period. In case you decide to leave the Company's services, you will be required to the Company Three months' notice, which period or part thereof the Company may waive at its sole discretion on payment of salary equivalent to such notice period waived.

Western Aqua Building, 6th Floor, Whitefield, Hi-tech City, Hyderabad 500081
Direct +91-4040174781

Email: info@inspirage.com Website: www.inspirage.com

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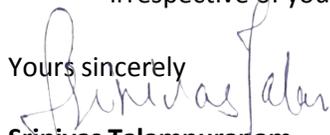
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Training and Placement Cell
Page 2

- 9.7 Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary and any other legal dues, at the time of your leaving the services of the Company.
- 9.8 The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.
- 9.9 All disputes arising out of this letter will be subject to the jurisdiction of the Chennai Court. And that the courts, tribunals and/or authorities at Chennai only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at that times.

Yours sincerely



Srinivas Talampuranam

Associate Director- Human Resources

Inspirage Software Consulting Private Limited

DECLARATION

I, _____ agree with all the above terms and conditions of employment with Inspirage India. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement, Code of Ethics & Business Conduct and Personal Data Transfer. I shall commence employment with effect from 31st May, 2023 or earlier.

Signature:

Date:

Western Aqua Building, 6th Floor, Whitefields, Hi-tech City, Hyderabad 500081
Direct +91-4040174781

Email: info@inspirage.com Website : www.inspirage.com

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Training and Placement Cell Page 5



You are entitled to 10 holidays in the calendar year. You will be informed at the beginning of the calendar year, the public holidays that are observed by the Company. While at customer site you will be observe holidays as per client's policies.

7. Provident Fund

Employee and employer contribution to the provident fund of 12% each is put in for the employee with an interest rate as determined by the Central Government. Member can withdraw from this accumulation to cater to financial exigencies in life. Few more benefits that are part of this scheme are Pension to member & family, In case of death Provident Fund Amount is given to Family/Nominee or Capital Return of Pension or Insurance (EDLI) amount to Family/Nominee. All the Benefits and Procedures under the scheme are subject to Rules as prescribed under the Provident Fund Act from time to time.

8. Insurance

Inspirage holds a Group Personal accident (GPA) and Group Medclaim (GMC) policy.

Under the GPA policy an employee is covered up to Rs.10,00,000 for expenses related to accident: Temporary disablement/Permanent disablement and accidental death anywhere in the world.

Under GMC policy employee & dependents (Can enroll Spouse and up to two children, parents or in-laws) are covered up to Rs. 300,000/- per annum

The per head premium will be deducted from the employee once in a year under the appropriate head. You can contact your Human Resources team for more information on the policies. However, such benefits and procedure are subject to the Policy and Rules of the Insurer.

9. Gratuity

You will be eligible for Gratuity as per the act.

Srinivas Talampuranam

Associate Director- Human Resources.

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Reason: I am the signer of this document.
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Private & Confidential

Date: 21st May, 2023

Bhatt Mansi Ashishkumar

Letter of Appointment

We are pleased to offer you employment in the position of **Associate Consultant** with **Inspirage**. The Job will need short term extensive travel to Customer sites and other locations to take care of Inspirage interests in these locations.

1. Remuneration

You annual CTC is **Rs. 5,00,000/- (Rupees Five Lakhs only)**. The break-up of your annual CTC and benefits details along with some conditions applicable are set out in Appendix.

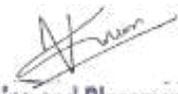
2. Salary Revision

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Inspirage Management. Inspirage operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account.

You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality.

3. Probation`

You will be on Probation for a period of six months from the date of joining. After successful completion of the Probation your services will be considered to be confirmed unless you are notified in writing otherwise. Management Reserves the right to extend the Probation at its own discretion. During the probation period both the parties may terminate the employment by giving one month notice to the other.


Training and Placement Cell

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4. Place of Work

Your place of posting will be in **Bangalore** however, should a need arise you may be transferred or expected to travel to any of our offices and customer locations from time to time.

5. Working Hours and attendance

You are required to work a minimum of 40-hours per week for a 5-day week as per the duty roster set by the Company. However, where necessary, you are expected to work beyond the official working hours and be available to ensure the appropriate responsiveness expected out of your role. It is mandatory that the employee reports to the Office in person on all the working days and ensure that the discipline is maintained in terms of the attendance and work hours. Any act of non-adherence would be viewed seriously and attract appropriate actions.

6. Notice of Termination

6.1 In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, unless approved by the company post facto, the Management will treat you as having voluntarily abandoned the services of the Company after giving sufficient notice for cure of such absence.

6.2 Your services are liable to be terminated at any time:

1. During probation or after confirmation, in case you are found to be medically unfit by the Comp Any Authorized Medical practitioner, on examination
2. As and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and /or any bad record in the past under the previous employer, or because of your giving false information at the time of your commencement or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification, experience, salary etc.
3. If you are found to be not possessing desired qualification which do not conform to custom authority and/govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy.
4. Notwithstanding any of the clauses above, your services would be liable to be terminated without assigning any reason by giving 'Three months' notice or on payment of an amount equivalent Three month's salary in lieu of the notice period, if it is on the confirmation of services on successful completion of Probation period. In case you decide to leave the Company's services, you will be required to the Company Three months' notice, which period or part thereof the Company may waive at its sole discretion on payment of salary equivalent to such notice period waived.

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2. As and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and /or any bad record in the past under the previous employer, or because of your giving false information at the time of your commencement or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification, experience, salary etc.
3. If you are found to be not possessing desired qualification which do not conform to custom authority and/govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy.
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You are entitled to 10 holidays in the calendar year. You will be informed at the beginning of the calendar year, the public holidays that are observed by the Company. While at customer site you will be observe holidays as per client’s policies.

7. Provident Fund

Employee and employer contribution to the provident fund of 12% each is put in for the employee with an interest rate as determined by the Central Government. Member can withdraw from this accumulation to cater to financial exigencies in life. Few more benefits that are part of this scheme are Pension to member & family, In case of death Provident Fund Amount is given to Family/Nominee or Capital Return of Pension or Insurance (EDLI) amount to Family/Nominee. All the Benefits and Procedures under the scheme are subject to Rules as prescribed under the Provident Fund Act from time to time.

8. Insurance

Inspirage holds a Group Personal accident (GPA) and Group Medclaim (GMC) policy.

Under the GPA policy an employee is covered up to Rs.10,00,000 for expenses related to accident: Temporary disablement/Permanent disablement and accidental death anywhere in the world.

Under GMC policy employee & dependents (Can enroll Spouse and up to two children, parents or in-laws) are covered up to Rs. 300,000/- per annum

The per head premium will be deducted from the employee once in a year under the appropriate head. You can contact your Human Resources team for more information on the policies. However, such benefits and procedure are subject to the Policy and Rules of the Insurer.

9. Gratuity

You will be eligible for Gratuity as per the act.

Srinivas Talampuranam

Associate Director- Human Resources.

Western Aqua Building, 6th Floor, Whitefields, Hi-tech City, Hyderabad 500081
Direct +91-4040174781

Email: info@inspirage.com Website : www.inspirage.com

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[U: http://www.inspirage.com]
[O: Inspirage]
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4. Place of Work

Your place of posting will be in **Bangalore** however, should a need arise you may be transferred or expected to travel to any of our offices and customer locations from time to time.

5. Working Hours and attendance

You are required to work a minimum of 40-hours per week for a 5-day week as per the duty roster set by the Company. However, where necessary, you are expected to work beyond the official working hours and be available to ensure the appropriate responsiveness expected out of your role. It is mandatory that the employee reports to the Office in person on all the working days and ensure that the discipline is maintained in terms of the attendance and work hours. Any act of non-adherence would be viewed seriously and attract appropriate actions.

6. Notice of Termination

6.1 In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, unless approved by the company post facto, the Management will treat you as having voluntarily abandoned the services of the Company after giving sufficient notice for cure of such absence.

6.2 Your services are liable to be terminated at any time:

1. During probation or after confirmation, in case you are found to be medically unfit by the Comp Any Authorized Medical practitioner, on examination
2. As and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and /or any bad record in the past under the previous employer, or because of your giving false information at the time of your commencement or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification, experience, salary etc.
3. If you are found to be not possessing desired qualification which do not conform to custom authority and/govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy.
4. Notwithstanding any of the clauses above, your services would be liable to be terminated without assigning any reason by giving 'Three months' notice or on payment of an amount equivalent Three month's salary in lieu of the notice period, if it is on the confirmation of services on successful completion of Probation period. In case you decide to leave the Company's services, you will be required to the Company Three months' notice, which period or part thereof the Company may waive at its sole discretion on payment of salary equivalent to such notice period waived.

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d) You will not during your employment with Inspirage India carry on either alone or in partnership or be directly or indirectly employed or concerned in any business undertaking other than that of Inspirage India, except as a shareholder in a public quoted company unless you have obtained the previous written consent of Inspirage India.

e) You will not accept gifts, entertainment or other favors from persons or bodies with which Inspirage India has business dealings unless you have obtained the previous written consent of Inspirage India.

f) You shall upon termination of your employment with Inspirage India return all property belonging to Inspirage, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile

9. Other terms:

9.1 You shall retire from the services of the Company on attaining 58 years of age.

9.2 You shall carry out the job of Functional/Technical Consultant and such other jobs connected with or incidental to which is necessary for business of the Company. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.

9.3. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

9.4 You will not seek membership of any local or public bodies without first obtaining specific Permission of the management. In the event of your becoming member without following due process as mentioned, it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services, as it may deem fit.

9.5 You will not give out to any one, by word of mouth or otherwise, particulars of our business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of you being our employee.

9.6 While you are in employment of the company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.

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4. Place of Work

Your place of posting will be in **Bangalore** however, should a need arise you may be transferred or expected to travel to any of our offices and customer locations from time to time.

5. Working Hours and attendance

You are required to work a minimum of 40-hours per week for a 5-day week as per the duty roster set by the Company. However, where necessary, you are expected to work beyond the official working hours and be available to ensure the appropriate responsiveness expected out of your role. It is mandatory that the employee reports to the Office in person on all the working days and ensure that the discipline is maintained in terms of the attendance and work hours. Any act of non-adherence would be viewed seriously and attract appropriate actions.

6. Notice of Termination

6.1 In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, unless approved by the company post facto, the Management will treat you as having voluntarily abandoned the services of the Company after giving sufficient notice for cure of such absence.

6.2 Your services are liable to be terminated at any time:

1. During probation or after confirmation, in case you are found to be medically unfit by the Comp Any Authorized Medical practitioner, on examination
2. As and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and /or any bad record in the past under the previous employer, or because of your giving false information at the time of your commencement or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification, experience, salary etc.
3. If you are found to be not possessing desired qualification which do not conform to custom authority and/govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy.
4. Notwithstanding any of the clauses above, your services would be liable to be terminated without assigning any reason by giving 'Three months' notice or on payment of an amount equivalent Three month's salary in lieu of the notice period, if it is on the confirmation of services on successful completion of Probation period. In case you decide to leave the Company's services, you will be required to the Company Three months' notice, which period or part thereof the Company may waive at its sole discretion on payment of salary equivalent to such notice period waived.

Western Aqua Building, 6th Floor, Whitefield, Hi-tech City, Hyderabad 500081
Direct +91-4040174781

Email: info@inspirage.com Website: www.inspirage.com



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Training and Placement Cell

d) You will not during your employment with Inspirage India carry on either alone or in partnership or be directly or indirectly employed or concerned in any business undertaking other than that of Inspirage India, except as a shareholder in a public quoted company unless you have obtained the previous written consent of Inspirage India.

e) You will not accept gifts, entertainment or other favors from persons or bodies with which Inspirage India has business dealings unless you have obtained the previous written consent of Inspirage India.

f) You shall upon termination of your employment with Inspirage India return all property belonging to Inspirage, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile

9. Other terms:

9.1 You shall retire from the services of the Company on attaining 58 years of age.

9.2 You shall carry out the job of Functional/Technical Consultant and such other jobs connected with or incidental to which is necessary for business of the Company. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.

9.3. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

9.4 You will not seek membership of any local or public bodies without first obtaining specific Permission of the management. In the event of your becoming member without following due process as mentioned, it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services, as it may deem fit.

9.5 You will not give out to any one, by word of mouth or otherwise, particulars of our business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of you being our employee.

9.6 While you are in employment of the company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.

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Direct +91-4040174781

Email: info@inspirage.com Website : www.inspirage.com

This is a computer-generated letter, signature not required

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You are entitled to 10 holidays in the calendar year. You will be informed at the beginning of the calendar year, the public holidays that are observed by the Company. While at customer site you will be observe holidays as per client's policies.

7. Provident Fund

Employee and employer contribution to the provident fund of 12% each is put in for the employee with an interest rate as determined by the Central Government. Member can withdraw from this accumulation to cater to financial exigencies in life. Few more benefits that are part of this scheme are Pension to member & family, In case of death Provident Fund Amount is given to Family/Nominee or Capital Return of Pension or Insurance (EDLI) amount to Family/Nominee. All the Benefits and Procedures under the scheme are subject to Rules as prescribed under the Provident Fund Act from time to time.

8. Insurance

Inspirage holds a Group Personal accident (GPA) and Group Mediclaim (GMC) policy.

Under the GPA policy an employee is covered up to Rs.10,00,000 for expenses related to accident: Temporary disablement/Permanent disablement and accidental death anywhere in the world.

Under GMC policy employee & dependents (Can enroll Spouse and up to two children, parents or in-laws) are covered up to Rs. 300,000/- per annum

The per head premium will be deducted from the employee once in a year under the appropriate head. You can contact your Human Resources team for more information on the policies. However, such benefits and procedure are subject to the Policy and Rules of the Insurer.

9. Gratuity

You will be eligible for Gratuity as per the act.


Srinivas Talampuranam

Associate Director- Human Resources.

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Direct +91-4040174781

Email: info@inspirage.com Website : www.inspirage.com

This is a computer-generated letter, signature not required



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Training and Placement Cell

7. Code of Ethics and Business Conduct

Your adherence to the Standard Business Ethics and Business Conduct is vital to Inspirage and to your success at Inspirage. When you sign this letter of appointment, you are agreeing to thoroughly familiarize yourself with the Inspirage Code of Ethics and Business Conduct and you are agreeing to abide by it.

8. Proprietary Information Agreement

You will be employed by Inspirage India in a capacity in which you will or may receive confidential information, which is of value to Inspirage India, or its parent, Inspirage LLC (hereinafter, collectively referred to as "Inspirage"). You therefore agree to abide by the following terms and conditions:

a) Your employment creates a relationship of confidence and trust between you and Inspirage with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this Agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information".

b) Proprietary Information includes without limitation:

All Solution Designs, positioning of applications, Business proposals to customers, source code developed during implementations of Software, any drawing, flowcharts, specifications, customer's business practices, trade information.

Marketing and sales plans, business development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Inspirage.

Any information or material not described above which relates to Inspirage inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.

Any information of the type described above which Inspirage has a legal obligation to treat as confidential, or which Inspirage treats as proprietary or designates as confidential, whether or not owned or developed by Inspirage. Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that you would have learned in the course of similar employment elsewhere.

c) At all times, both during and after your employment with Inspirage India, you will hold Proprietary Information in confidence. You will not use, transfer, publish, disclose, or report Proprietary Information directly or indirectly, except such disclosure to other Inspirage India employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Inspirage India or otherwise as directed by Inspirage India.

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APPENDIX:

Compensation & Benefits

1. All entitlements given below are applicable after you have joined Inspirage. 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 Inspirage. 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 cycle. Employee must have completed six months of service as on the cutoff date, to consider for the

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Training and Placement Cell Page 6

d) You will not during your employment with Inspirage India carry on either alone or in partnership or be directly or indirectly employed or concerned in any business undertaking other than that of Inspirage India, except as a shareholder in a public quoted company unless you have obtained the previous written consent of Inspirage India.

e) You will not accept gifts, entertainment or other favors from persons or bodies with which Inspirage India has business dealings unless you have obtained the previous written consent of Inspirage India.

f) You shall upon termination of your employment with Inspirage India return all property belonging to Inspirage, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile

9. Other terms:

9.1 You shall retire from the services of the Company on attaining 58 years of age.

9.2 You shall carry out the job of Functional/Technical Consultant and such other jobs connected with or incidental to which is necessary for business of the Company. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.

9.3. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

9.4 You will not seek membership of any local or public bodies without first obtaining specific Permission of the management. In the event of your becoming member without following due process as mentioned, it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services, as it may deem fit.

9.5 You will not give out to any one, by word of mouth or otherwise, particulars of our business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of you being our employee.

9.6 While you are in employment of the company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.

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Direct +91-4040174781

Email: info@inspirage.com Website : www.inspirage.com

This is a computer-generated letter, signature not required

Ragin
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Digitally signed by Ragin Ravindrabhai Shah
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APPOINTMENT LETTER

To,
Patel Masum Sanjaykumar

Dated: 19.08.2022

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

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

02. Compensation: Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

04. PROBATION / CONFIRMATION:

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

05. ON REACHING THE AGE OF SUPERANNUATION:

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



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Digitally signed by Ragin Ravindrabhai Shah
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[1.2.840.113549.1.2] serialNumber=276032770966008
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Date: 2024.10.16 10:45:46 +05'30


Training and Placement Cell

Please submit the following documents, if not submitted earlier.

1. Certificates in support of your educational and professional qualifications, experience, date of birth and other testimonials.
2. Three copies of your recent passport size photographs with light blue background.
3. Relieving/ Experience letter from your last employer in case you are/were employed.
4. Copy of PAN Card.
5. Address Proof.
6. Medical Fitness Certificate

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

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

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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

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



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DN: c=IN, o=Personal, cn=Ragin Ravindrabhai Shah, email=ragin@swarnim.edu.in
[Reason: I am the signer of this document]
Unique Identifier: 2F60275770968006
Serial Number: 4073664446, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'


Training and Placement Cell

APPOINTMENT LETTER

To,
Parekh Apurva Narendrakumar

Dated: 19.08.2022

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

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

02. Compensation: Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

04. PROBATION / CONFIRMATION:

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

05. ON REACHING THE AGE OF SUPERANNUATION:

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



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serialNumber=2F6027770968008,
givenName=Ragin, cn=Ragin Ravindrabhai Shah,
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Training and Placement Cell

06. SEVERANCE OF EMPLOYEMENT:

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

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

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

07. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

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

08. DUTIES AND OBLIGATIONS:

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

- f. You will be directly reporting to Director/ Head of Department of the College and will be responsible for any assignment such as teaching, research, institution building, hostel supervision, personality development, placement activities, entrepreneurship programs, institute publication, academic administration, etc. as given by the HOD from time to time.
- g. Keeping in view the academic ethics and the future of the students, you are expected not to leave or resign from your services in the mid of any session.
- h. In addition to feedback and appraisal, your performance will be evaluated on the basis of set targets.
- i. You will be present in the College at allotted work place during the working hours. You may also be required to devote time during the off hours/Sundays/Holidays etc. for curricular/co-curricular/extra-curricular work for which no additional compensation will be admissible
- j. The College expects you to work with a high standard of ethical practices, initiative and efficiencies, during your employment. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the College and those in authority over you.
- k. You agree to follow & comply with all the internal regulations, guidelines and policies of the College. You also accept the obligation to be in full compliance of all statutory laws & regulations for & on behalf of the College as may be so expected or desired including the Cyber, IPR & other laws so as not to in any manner prejudice the rights and interests of the College.
- l. You will not, unless specifically authorized by your superior officer in writing, give any interview in any newspaper, magazine or write to press or media (print or electronic).

09. GENERAL:

- a. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- b. You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent by us to you, on your last recorded address / address as indicated above, shall be deemed to have been served upon you.
- c. The present designation is subject to change depending upon work assignment from time to time.



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Training and Placement Cell

Please submit the following documents, if not submitted earlier.

Date: 25th Oct 2021

Letter of Appointment

Dear Mangukiya Nirav Pravinbhai,

Thank you for participating in our selection process. We are pleased to offer you the position of **'Sales Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.

2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).

Client Acquisition Manger		
Grade: O-3	Level: Senior Officer	Band: B-1
Details Of Remuneration		Annual G Amount (INR)
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
Gross Salary		282,000
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
CTC		303,160

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**

- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.

- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.

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Date: 2024.10.16 10:45:46 +05'30'



Training and Placement Cell

- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
 4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
 5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
 6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
 7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28th Oct 2021**, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,



Gaurav Garg
Head - HR

CapitalVia Global Research Limited



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Date: 2024.10.16 10:45:46 +05'30'



Training and Placement Cell

Date: 25th Oct 2021

Letter of Appointment

Dear Rohan B. Janani,

Thank you for participating in our selection process. We are pleased to offer you the position of **'Sales Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.

2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).

Client Acquisition Manger	
Grade: O-3	Level: Senior Officer
Band: B-1	
Details Of Remuneration	Annual G Amount (INR)
Basic (Includes Employee's PF Contribution)	120,000
HRA	48,000
Performance Allowance	28,200
Other Allowance	85,800
Gross Salary	282,000
Employer's Contribution for PF	14,400
Employer's Contribution for Health Insurance	1,000
Gratuity (As per Act)	5,760
CTC	303,160

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**

- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.

- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.

Training and Placement Cell

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Date: 25th Oct 2021

Letter of Appointment

Dear Patel Jay Gautamkumar,

Thank you for participating in our selection process. We are pleased to offer you the position of **'Sales Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.

2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).

Client Acquisition Manger		
Grade: O-3	Level: Senior Officer	Band: B-1
Details Of Remuneration		Annual G Amount (INR)
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
Gross Salary		282,000
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
CTC		303,160

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**

- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.

- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.

Training and Placement Cell

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Date: 2024.10.16 10:45:46 +05'30'



Date: 25th Oct 2021

Letter of Appointment

Dear Priyansh Ashishbhai Patel,

Thank you for participating in our selection process. We are pleased to offer you the position of **'Sales Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.

2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).

Client Acquisition Manger		
Grade: O-3	Level: Senior Officer	Band: B-1
Details Of Remuneration		Annual G Amount (INR)
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
Gross Salary		282,000
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
CTC		303,160

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.


Training and Placement Cell



- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
 4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
 5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
 6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
 7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28th Oct 2021**, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,



Gaurav Garg

Head - HR

CapitalVia Global Research Limited



Date: 25th Oct 2021

Letter of Appointment

Dear Davda Sakshi Rajubhai,

Thank you for participating in our selection process. We are pleased to offer you the position of **'Sales Acquisition Manager'** on the following terms and conditions:

1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.

2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).

Client Acquisition Manger		
Grade: O-3	Level: Senior Officer	Band: B-1
Details Of Remuneration		Annual G Amount (INR)
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
Gross Salary		282,000
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
CTC		303,160

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- The service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.




Training and Placement Cell

- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
 4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
 5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
 6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
 7. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28th Oct 2021**, henceforth, the offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,



Gaurav Garg

Head - HR

CapitalVia Global Research Limited





April 17, 2023

Dear Ammar,

On behalf of Cerner Healthcare Solutions India Private Limited ("Cerner"), I am pleased to share you the position of Software Engineer at Manyata C-2 in Bangalore. We believe your skills, aptitude, and interests are consistent with the outstanding opportunities for growth in this group.

Your position at Cerner is subject to a minimum probationary period of six (6) months. Your continued employment may be confirmed at the end of the probationary period if your performance is satisfactory. Your probationary period will count towards your continuous employment.

COMPENSATION

We are providing an Annual Guaranteed Cash of Rs. 5,88,800.

Cerner will deduct taxes at source as required by law. You will be responsible for your tax liabilities under applicable tax laws and regulations. Your CTC opportunity is Rs. 6,73,195 per annum. You will enjoy benefits and perquisites as detailed in the attachment. Cerner reserves the right to vary, amend and modify any item of the salary package without adversely affecting the total compensation. Compensation is regarded as confidential information and should not be disclosed to other employees. Your position at Cerner is a professional position that requires a significant level of responsibility, discretion and independent judgment. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure good results.

ASSOCIATE BENEFITS

Cerner provides a comprehensive program of benefits to address your physical, financial and emotional health. At Cerner, we believe the foundation for a successful career starts with a variety of options that meet your needs while supporting a healthy lifestyle.

A standard component of our benefits package is Personal Time Off. You will be entitled to 27 days of Personal Time Off each year to be used for vacation, illnesses and other personal reasons and 10 standard business holidays. Please access the benefits brochure for additional details.

EMPLOYMENT AGREEMENT

Cerner will spend a significant amount of time and money in training you as Cerner has established significant momentum in the development of client relationships, professional staff, systems development methodology, and proprietary software solutions. We regard these areas as the most important assets owned by Cerner. It is our intent to guard these assets closely. Therefore, every associate of Cerner is required to execute an Employment Agreement. This Agreement includes the terms of your employment relationship with Cerner, including without limitation, a covenant not to disclose confidential client and internal information, a covenant not to compete against Cerner during the term of the Agreement, a covenant not to solicit our associates, and establishes that, during the term of your employment, the benefits of your endeavors accrue to Cerner. A sample copy of this Employment Agreement has been made available for your review.

AO FOR EMPLOYMENT

The purpose of this Invitation of Employment is to put in writing the specifics of our AO of employment to commence work with Cerner by April 29, 2023. This Invitation of Employment is contingent upon receipt of a satisfactory outcome of a background check and precedes on the basis that information you provided is accurate.

Please acknowledge and electronically accept this Invitation of Employment by April 22, 2023, after which date, this AO will expire. If you need more time to consider your options, simply let us know, and we can decide upon a mutually acceptable date within which you could confirm your acceptance of this

Training and Placement Cell

Cerner Healthcare Solutions India Private Limited | Registered Office: Ground Floor, Wing B, Block H2, Mountain Ash
Manyata Embassy Business Park, Nagawara, Bangalore 560 045, Karnataka, India

Phone: +91 80 4501 1001 | Fax: +91 80 4501 1002 | CIN: U72200KA2014FTC130004 | Email: Cerner-india@cerner.com | www.cerner.com



Invitation of Employment. Please note that you will be required to submit an original, signed hard copy of this Invitation of Employment to the HR Service Center on the date of joining. We look forward to hearing from you.

Sincerely,



Mohit Sadarangani
Senior Recruiter

ACCEPTANCE

By signing this Invitation of Employment and reviewing the sample Employment Agreement and benefits brochure, you agree to and accept the terms and conditions of employment with Cerner. Please electronically acknowledge, print, sign and return all pages of this Invitation of Employment in person or by uploading a scanned copy to your Cerner Careers account. You will receive an official copy of the Employment Agreement with your new hire paperwork, which must be signed on or before your first day with Cerner.

Signature: _____
Shaikh Mohammed Ammar Mohammed Iqbal

Date: _____



Training and Placement Cell





April 17, 2023

Dear Kanishka,

On behalf of Cerner Healthcare Solutions India Private Limited ("Cerner"), I am pleased to share you the position of Software Engineer at Manyata C-2 in Bangalore. We believe your skills, aptitude, and interests are consistent with the outstanding opportunities for growth in this group.

Your position at Cerner is subject to a minimum probationary period of six (6) months. Your continued employment may be confirmed at the end of the probationary period if your performance is satisfactory. Your probationary period will count towards your continuous employment.

COMPENSATION

We are providing an Annual Guaranteed Cash of Rs. 5,88,800.

Cerner will deduct taxes at source as required by law. You will be responsible for your tax liabilities under applicable tax laws and regulations. Your CTC opportunity is Rs. 6,73,195 per annum. You will enjoy benefits and perquisites as detailed in the attachment. Cerner reserves the right to vary, amend and modify any item of the salary package without adversely affecting the total compensation. Compensation is regarded as confidential information and should not be disclosed to other employees. Your position at Cerner is a professional position that requires a significant level of responsibility, discretion and independent judgment. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure good results.

ASSOCIATE BENEFITS

Cerner provides a comprehensive program of benefits to address your physical, financial and emotional health. At Cerner, we believe the foundation for a successful career starts with a variety of options that meet your needs while supporting a healthy lifestyle.

A standard component of our benefits package is Personal Time Off. You will be entitled to 27 days of Personal Time Off each year to be used for vacation, illnesses and other personal reasons and 10 standard business holidays. Please access the benefits brochure for additional details.

EMPLOYMENT AGREEMENT

Cerner will spend a significant amount of time and money in training you as Cerner has established significant momentum in the development of client relationships, professional staff, systems development methodology, and proprietary software solutions. We regard these areas as the most important assets owned by Cerner. It is our intent to guard these assets closely. Therefore, every associate of Cerner is required to execute an Employment Agreement. This Agreement includes the terms of your employment relationship with Cerner, including without limitation, a covenant not to disclose confidential client and internal information, a covenant not to compete against Cerner during the term of the Agreement, a covenant not to solicit our associates, and establishes that, during the term of your employment, the benefits of your endeavors accrue to Cerner. A sample copy of this Employment Agreement has been made available for your review.

AO FOR EMPLOYMENT

The purpose of this Invitation of Employment is to put in writing the specifics of our AO of employment to commence work with Cerner by April 29, 2023. This Invitation of Employment is contingent upon receipt of a satisfactory outcome of a background check and precedes on the basis that information you provided is accurate.

Please acknowledge and electronically accept this Invitation of Employment by April 22, 2023, after which date, this AO will expire. If you need more time to consider your options, simply let us know, and we can decide upon a mutually acceptable date within which you could confirm your acceptance of this

Training and Placement Cell

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Phone: +91 80 4501 1001 | Fax: +91 80 4501 1002 | CIN: U72200KA2014FTC130004 | Email: Cerner-india@cerner.com | www.cerner.com



Invitation of Employment. Please note that you will be required to submit an original, signed hard copy of this Invitation of Employment to the HR Service Center on the date of joining. We look forward to hearing from you.

Sincerely,



Mohit Sadarangani
Senior Recruiter

ACCEPTANCE

By signing this Invitation of Employment and reviewing the sample Employment Agreement and benefits brochure, you agree to and accept the terms and conditions of employment with Cerner. Please electronically acknowledge, print, sign and return all pages of this Invitation of Employment in person or by uploading a scanned copy to your Cerner Careers account. You will receive an official copy of the Employment Agreement with your new hire paperwork, which must be signed on or before your first day with Cerner.

Signature: _____

Gupta Kanishka Trilok Chand

Date: _____



Training and Placement Cell





CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

Date: 2nd February 2023

To,

Satasia Bansari

Email ID: 1924008001@swarnnim.edu.in

Sub: Appointment Letter

Dear SATASIA BANSARI, We are pleased to offer the position of **Business Development Associate** with Ohealer Healthcare Services Private Limited. Your effective date of employment will commence from **7th July 2023** subject to your acceptance of previous offer letter.

1. Posting

Your place of posting shall be in **Bangalore (RT Nagar), India.**

2. Emoluments

You shall be employed with the company with an initial **Total Annual CTC** of **INR 6,00,000/-** (Rupees Six Lakhs Only) with:

Fixed Annual CTC of INR 3,00,000/- (Rupees Three Lakhs Only) per Annum and Variable Annual CTC (Based on Performance) of INR 3,00,000/- (Rupees Three Lakhs Only) per Annum. The Breakup of the Fixed component will be given in Annexure 1.

There is a joining bonus of INR 10,000/- (Rupees Ten Thousand Only) which will be paid after completion of 1 month with us.

3. Perquisites and Conditions

Along with the above you shall also be eligible / entitled for leave, bonus and other benefits as per the company's policy.

You shall be governed at all times by the policies procedures and rules of the company related to the salary, allowance, benefits and perquisites, further the company may modify or change such allowances, benefits and prerequisites from time to time in accordance with its policies.

Employment and benefits begin only after you have signed the document and it has been received by the **undersigned/ HR Department** subject further to you joining the office at Bangalore. All emoluments given below are acceptable after joining.

4. Probation

You shall be initially under probation for a period of **6 (Six) months** from the date of joining. Your period of probation will continue until you are expressly confirmed in the

Training and Placement Cell





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regular services of the company. Your confirmation into the company is based purely on your performance.

5. Provident Funds

You shall participate in the company's provident Fund scheme as per the company's policy.

6. Gratuities

Gratuity when implemented and applicable, you shall be covered as per the payment of gratuity act.

7. Leaves

Sl. No.	Type of Leave	No.of Days in Calendar Year	Eligibility & Remarks
1	Casual	6	Eligible from date of joining on pro rata basis Credited every year on 1 st January and will carry forward to next year. Not en-cashable. Leave can be used for emergency/ to meet family commitment/ social obligation purposes. Can be availed for minimum of half a day and maximum of 1 day at a time.
2	Medical/ Sick	6	Applicable only in special cases. Detailed medical reports need to be provided to avail of this special leave.
3	Earned/ Privilege	1 day for every 20 working days (total 15 days a year)	Eligible from date of confirmation on a pro rata basis. Credited every year on Jan 1 st with arrears. Maximum carry forward up to 12 days, beyond which leave lapses Normally, leave is to be sanctioned a minimum 15 days before proceeding on leave. Can be availed for a minimum of 2 days
4	Maternity	17 weeks/ 120 days at a time	Eligible for Female employees only
5	Loss of pay	Maximum of 10 days	To be availed when no other leave is available can be availed only for

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			emergency situations. Permission of Manager needed.
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Note: Leaves on probation will be on LOP.

8. Annual Reviews

Your salary will be revised on an annual basis depending purely on your performance. Your increments are discretionary and will be subject to and on the basis of effectiveness and results during the review period by your appraiser.

9. Office Travel / tour

You may be required to travel to other locations as and when required by the company from time to time.

10. Transfers

You may be transferred to any place of business of the company as existing / operating presently or acquired later in any part of India or abroad at any time. You may also be deputed to any work or assigned the work of any associate / sister concerns, subsidiaries or any other companies, organizations, firms.

11. Whole Time Service / Employment

While you are in the service/ employment of the company, you shall not engage or associate directly or indirectly in any other manner, whatsoever or in any post or work part-time. You are required to devote full time attention and use your skills to the best of the ability for the business of the company and shall not directly or indirectly be connected / concerned, employed or engaged in any other business or activities whatsoever, without the prior written permission of the company and shall not accept any emoluments, commission or honoraria whatsoever from any other party.

12. Working Hours

The usual working hours will be from **09:30 AM to 7:00 PM, Monday to Saturday**, The same is subject to change at the discretion of the employer. However, you may also be required to work on weekly off / holidays if there is any urgent need for your presence.

14. Confidentiality, Proprietary Information

During your employment with the company you will or may receive confidential information, which is of use to the company or its subsidiaries etc. you therefore agree to abide by the following terms and conditions.

Your employment with the company creates a relationship of confidence and trust between you and the company, with respect to certain information, proprietary or trade secret nature.

For the purpose of this agreement, all such confidential, proprietary information will be treated as proprietary information.

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15. Non-disclosure and exclusivity

You shall not disclose, except under legal obligation, to any party or company or in any way make it known to general public any trade secret, invention, innovation or dealings of the company or any connected proprietary information of the company at any time during your employment with the company or even upon you separating from the services of the company.

documents Plans, photos, correspondence, instructions, information, programs, codes (source code / object code) etc. that pass through you or come to your knowledge shall be treated as confidential and you are bound not to divulge, pass over to any one or any entity or otherwise deal in any similar manner or take them out of the company premises without prior permission of the authorised person of the company in this regard and except in rightful discharge of your duty assigned to you by the company.

In the event of your separation from the services of the company shall promptly disclose all inventions and shall surrender possession of all such inventions, trade secrets or other equivalents.

16. Cyber crimes

You shall not divulge either by yourself or in association with others, either through the facility of the company or otherwise, in any cyber crime or any related activity which is deemed to be a crime under any law for the time being in force. While in employment with the company you shall promptly report all such activities that may come to your knowledge and shall not be an accomplice to such activities in any manner. You shall not logon to download or get connected to any obscene or prohibited internet sites, during the working hours of the company.

17. Company's Property

You shall always maintain in good condition the company's property, which may be entrusted to you for official use during the course of your employment and shall return the same to the company immediately upon relinquishment of your services, failing which the company shall recover the cost of the same.

18. Non Acceptance of Favours

You shall not borrow or accept any gifts, rewards and compensation for your personal gain from any person or otherwise place yourself under pecuniary obligation to any person with whom the company may be having official dealings. Normal company's giveaways, promotional gifts, which are of very nominal value, are

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19. Service Conditions

You shall be governed by the rules, regulations, policies and practices framed by the company from time to time; you shall not be governed by the statutory laws enacted by the local authorities, state or central government as applicable to you from time to time.

20. Notice Period

In the event of an employee deciding to separate from the services of the company, you are required to give in writing 60 days' notice or 2 months' pay in lieu thereof. No dues certificate needs to be obtained from all the department heads and submit it to the HR department for smooth proceedings of the relieving formalities not less than **7 (Seven) days** before the date of relieving. During the probation period, the employer may terminate the services of the employee without cause, with a notice period of 7 days or pay in lieu thereof which may be extended at the discretion of the employer.

21. Additions / Alterations

You shall in addition to the general service conditions as specifically stated herein above be governed by other rules, regulations, practices, systems, procedures and policies as are in force or may be added by the company from time to time.

For Ohealer Healthcare Services Pvt. Ltd

Authorised Signatory

I, **SATASIYA BANSARI DHARMESHBHAI** have read and understood the appointment order and all the terms and conditions governing my services/employment with the organization and the same are acceptable to me in totality.

Signature: _____

Date:

Place: Bangalore.


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Annexure 1

Salary Breakup	Fixed Annual CTC	Fixed Monthly CTC
Basic Allowance	150,000	12,500
House Rent Allowance	75,000	6,250
Other Allowances	75,000	6,250
Total	3,00,000	25,000
Provident Fund Contribution	21,600	1,800
Professional Tax	2,400	200
Total Deductions	24,000	2,000
Net Remuneration	2,76,000	23,000

Variable Annual CTC of upto 3 Lakh will depend on Performance of the employee.

Note: TDS will be deducted based on the Employee's Investment Declaration.


Training and Placement Cell





CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

Date: 2nd February 2023

To,

JOGANI PARIT ARVINDBHAI
Email : 1924008014@Swarnnim.edu.in

Sub: Appointment Letter

Dear JOGANI PARIT ARVINDBHAI, We are pleased to offer the position of **Business Development Associate** with Ohealer Healthcare Services Private Limited. Your effective date of employment will commence from **7th July 2023** subject to your acceptance of previous offer letter.

1. Posting

Your place of posting shall be in **Bangalore (RT Nagar), India.**

2. Emoluments

You shall be employed with the company with an initial **Total Annual CTC** of **INR 6,00,000/-** (Rupees Six Lakhs Only) with:

Fixed Annual CTC of INR 3,00,000/- (Rupees Three Lakhs Only) per Annum and Variable Annual CTC (Based on Performance) of INR 3,00,000/- (Rupees Three Lakhs Only) per Annum. The Breakup of the Fixed component will be given in Annexure 1.

There is a joining bonus of INR 10,000/- (Rupees Ten Thousand Only) which will be paid after completion of 1 month with us.

3. Perquisites and Conditions

Along with the above you shall also be eligible / entitled for leave, bonus and other benefits as per the company's policy.

You shall be governed at all times by the policies procedures and rules of the company related to the salary, allowance, benefits and perquisites, further the company may modify or change such allowances, benefits and prerequisites from time to time in accordance with its policies.

Employment and benefits begin only after you have signed the document and it has been received by the **undersigned/ HR Department** subject further to you joining the office at Bangalore. All emoluments given below are acceptable after joining.

Training and Placement Cell

4. Probation

You shall be initially under probation for a period of **6 (Six) months** from the date of joining. Your period of probation will continue until you are expressly confirmed in the





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regular services of the company. Your confirmation into the company is based purely on your performance.

5. Provident Funds

You shall participate in the company's provident Fund scheme as per the company's policy.

6. Gratuities

Gratuity when implemented and applicable, you shall be covered as per the payment of gratuity act.

7. Leaves

Sl. No.	Type of Leave	No.of Days in Calendar Year	Eligibility & Remarks
1	Casual	6	Eligible from date of joining on pro rata basis Credited every year on 1 st January and will carry forward to next year. Not en-cashable. Leave can be used for emergency/ to meet family commitment/ social obligation purposes. Can be availed for minimum of half a day and maximum of 1 day at a time.
2	Medical/ Sick	6	Applicable only in special cases. Detailed medical reports need to be provided to avail of this special leave.
3	Earned/ Privilege	1 day for every 20 working days (total 15 days a year)	Eligible from date of confirmation on a pro rata basis. Credited every year on Jan 1 st with arrears. Maximum carry forward up to 12 days, beyond which leave lapses Normally, leave is to be sanctioned a minimum 15 days before proceeding on leave. Can be availed for a minimum of 2 days
4	Maternity	17 weeks/ 120 days at a time	Eligible for Female employees only
5	Loss of pay	Maximum of 10 days	To be availed when no other leave is available can be availed only for

Training and Placement Cell





CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

			emergency situations. Permission of Manager needed.
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Note: Leaves on probation will be on LOP.

8. Annual Reviews

Your salary will be revised on an annual basis depending purely on your performance. Your increments are discretionary and will be subject to and on the basis of effectiveness and results during the review period by your appraiser.

9. Office Travel / tour

You may be required to travel to other locations as and when required by the company from time to time.

10. Transfers

You may be transferred to any place of business of the company as existing / operating presently or acquired later in any part of India or abroad at any time. You may also be deputed to any work or assigned the work of any associate / sister concerns, subsidiaries or any other companies, organizations, firms.

11. Whole Time Service / Employment

While you are in the service/ employment of the company, you shall not engage or associate directly or indirectly in any other manner, whatsoever or in any post or work part-time. You are required to devote full time attention and use your skills to the best of the ability for the business of the company and shall not directly or indirectly be connected / concerned, employed or engaged in any other business or activities whatsoever, without the prior written permission of the company and shall not accept any emoluments, commission or honoraria whatsoever from any other party.

12. Working Hours

The usual working hours will be from **09:30 AM to 7:00 PM, Monday to Saturday**, The same is subject to change at the discretion of the employer. However, you may also be required to work on weekly off / holidays if there is any urgent need for your presence.

14. Confidentiality, Proprietary Information

During your employment with the company you will or may receive confidential information, which is of use to the company or its subsidiaries etc. you therefore agree to abide by the following terms and conditions.

Your employment with the company creates a relationship of confidence and trust between you and the company, with respect to certain information, proprietary or trade secret nature.

For the purpose of this agreement, all such confidential, proprietary information will be treated as proprietary information.

Training and Placement Cell





CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

15. Non-disclosure and exclusivity

You shall not disclose, except under legal obligation, to any party or company or in any way make it known to general public any trade secret, invention, innovation or dealings of the company or any connected proprietary information of the company at any time during your employment with the company or even upon you separating from the services of the company.

documents Plans, photos, correspondence, instructions, information, programs, codes (source code / object code) etc. that pass through you or come to your knowledge shall be treated as confidential and you are bound not to divulge, pass over to any one or any entity or otherwise deal in any similar manner or take them out of the company premises without prior permission of the authorised person of the company in this regard and except in rightful discharge of your duty assigned to you by the company.

In the event of your separation from the services of the company shall promptly disclose all inventions and shall surrender possession of all such inventions, trade secrets or other equivalents.

16. Cyber crimes

You shall not divulge either by yourself or in association with others, either through the facility of the company or otherwise, in any cyber crime or any related activity which is deemed to be a crime under any law for the time being in force. While in employment with the company you shall promptly report all such activities that may come to your knowledge and shall not be an accomplice to such activities in any manner. You shall not logon to download or get connected to any obscene or prohibited internet sites, during the working hours of the company.

17. Company's Property

You shall always maintain in good condition the company's property, which may be entrusted to you for official use during the course of your employment and shall return the same to the company immediately upon relinquishment of your services, failing which the company shall recover the cost of the same.

18. Non Acceptance of Favours

You shall not borrow or accept any gifts, rewards and compensation for your personal gain from any person or otherwise place yourself under pecuniary obligation to any person with whom the company may be having official dealings. Normal company's giveaways, promotional gifts, which are of very nominal value, are

Training and Placement Cell





CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

19. Service Conditions

You shall be governed by the rules, regulations, policies and practices framed by the company from time to time; you shall not be governed by the statutory laws enacted by the local authorities, state or central government as applicable to you from time to time.

20. Notice Period

In the event of an employee deciding to separate from the services of the company, you are required to give in writing 60 days' notice or 2 months' pay in lieu thereof. No dues certificate needs to be obtained from all the department heads and submit it to the HR department for smooth proceedings of the relieving formalities not less than **7 (Seven) days** before the date of relieving. During the probation period, the employer may terminate the services of the employee without cause, with a notice period of 7 days or pay in lieu thereof which may be extended at the discretion of the employer.

21. Additions / Alterations

You shall in addition to the general service conditions as specifically stated herein above be governed by other rules, regulations, practices, systems, procedures and policies as are in force or may be added by the company from time to time.

For Ohealer Healthcare Services Pvt. Ltd

Authorised Signatory

I, **JOGANI PARIT ARVINDBHAI** have read and understood the appointment order and all the terms and conditions governing my services/employment with the organization and the same are acceptable to me in totality.

Signature: _____

Date:

Place: Bangalore.


Training and Placement Cell





CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

Annexure 1

Salary Breakup	Fixed Annual CTC	Fixed Monthly CTC
Basic Allowance	150,000	12,500
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Net Remuneration	2,76,000	23,000

Variable Annual CTC of upto 3 Lakh will depend on Performance of the employee.

Note: TDS will be deducted based on the Employee's Investment Declaration.


Training and Placement Cell





CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

Date: 2nd February 2023

To,

RAJAT RAJESH PANDEY
Email : 2025008003@Swarnnim.edu.in

Sub: Appointment Letter

Dear RAJAT RAJESH PANDEY, We are pleased to offer the position of **Business Development Associate** with Ohealer Healthcare Services Private Limited. Your effective date of employment will commence from **7th July 2023** subject to your acceptance of previous offer letter.

1. Posting

Your place of posting shall be in **Bangalore (RT Nagar), India.**

2. Emoluments

You shall be employed with the company with an initial **Total Annual CTC** of **INR 6,00,000/-** (Rupees Six Lakhs Only) with:

Fixed Annual CTC of INR 3,00,000/- (Rupees Three Lakhs Only) per Annum and Variable Annual CTC (Based on Performance) of INR 3,00,000/- (Rupees Three Lakhs Only) per Annum. The Breakup of the Fixed component will be given in Annexure 1.

There is a joining bonus of INR 10,000/- (Rupees Ten Thousand Only) which will be paid after completion of 1 month with us.

3. Perquisites and Conditions

Along with the above you shall also be eligible / entitled for leave, bonus and other benefits as per the company's policy.

You shall be governed at all times by the policies procedures and rules of the company related to the salary, allowance, benefits and perquisites, further the company may modify or change such allowances, benefits and prerequisites from time to time in accordance with its policies.

Employment and benefits begin only after you have signed the document and it has been received by the **undersigned/ HR Department** subject further to you joining the office at Bangalore. All emoluments given below are acceptable after joining.

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4. Probation

You shall be initially under probation for a period of **6 (Six) months** from the date of joining. Your period of probation will continue until you are expressly confirmed in the





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regular services of the company. Your confirmation into the company is based purely on your performance.

5. Provident Funds

You shall participate in the company's provident Fund scheme as per the company's policy.

6. Gratuities

Gratuity when implemented and applicable, you shall be covered as per the payment of gratuity act.

7. Leaves

Sl. No.	Type of Leave	No.of Days in Calendar Year	Eligibility & Remarks
1	Casual	6	Eligible from date of joining on pro rata basis Credited every year on 1 st January and will carry forward to next year. Not en-cashable. Leave can be used for emergency/ to meet family commitment/ social obligation purposes. Can be availed for minimum of half a day and maximum of 1 day at a time.
2	Medical/ Sick	6	Applicable only in special cases. Detailed medical reports need to be provided to avail of this special leave.
3	Earned/ Privilege	1 day for every 20 working days (total 15 days a year)	Eligible from date of confirmation on a pro rata basis. Credited every year on Jan 1 st with arrears. Maximum carry forward up to 12 days, beyond which leave lapses Normally, leave is to be sanctioned a minimum 15 days before proceeding on leave. Can be availed for a minimum of 2 days
4	Maternity	17 weeks/ 120 days at a time	Eligible for Female employees only
5	Loss of pay	Maximum of 10 days	To be availed when no other leave is available can be availed only for

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			emergency situations. Permission of Manager needed.
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Note: Leaves on probation will be on LOP.

8. Annual Reviews

Your salary will be revised on an annual basis depending purely on your performance. Your increments are discretionary and will be subject to and on the basis of effectiveness and results during the review period by your appraiser.

9. Office Travel / tour

You may be required to travel to other locations as and when required by the company from time to time.

10. Transfers

You may be transferred to any place of business of the company as existing / operating presently or acquired later in any part of India or abroad at any time. You may also be deputed to any work or assigned the work of any associate / sister concerns, subsidiaries or any other companies, organizations, firms.

11. Whole Time Service / Employment

While you are in the service/ employment of the company, you shall not engage or associate directly or indirectly in any other manner, whatsoever or in any post or work part-time. You are required to devote full time attention and use your skills to the best of the ability for the business of the company and shall not directly or indirectly be connected / concerned, employed or engaged in any other business or activities whatsoever, without the prior written permission of the company and shall not accept any emoluments, commission or honoraria whatsoever from any other party.

12. Working Hours

The usual working hours will be from **09:30 AM to 7:00 PM, Monday to Saturday**, The same is subject to change at the discretion of the employer. However, you may also be required to work on weekly off / holidays if there is any urgent need for your presence.

14. Confidentiality, Proprietary Information

During your employment with the company you will or may receive confidential information, which is of use to the company or its subsidiaries etc. you therefore agree to abide by the following terms and conditions.

Your employment with the company creates a relationship of confidence and trust between you and the company, with respect to certain information, proprietary or trade secret nature.

For the purpose of this agreement, all such confidential, proprietary information will be treated as proprietary information.

Training and Placement Cell





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15. Non-disclosure and exclusivity

You shall not disclose, except under legal obligation, to any party or company or in any way make it known to general public any trade secret, invention, innovation or dealings of the company or any connected proprietary information of the company at any time during your employment with the company or even upon you separating from the services of the company.

documents Plans, photos, correspondence, instructions, information, programs, codes (source code / object code) etc. that pass through you or come to your knowledge shall be treated as confidential and you are bound not to divulge, pass over to any one or any entity or otherwise deal in any similar manner or take them out of the company premises without prior permission of the authorised person of the company in this regard and except in rightful discharge of your duty assigned to you by the company.

In the event of your separation from the services of the company shall promptly disclose all inventions and shall surrender possession of all such inventions, trade secrets or other equivalents.

16. Cyber crimes

You shall not divulge either by yourself or in association with others, either through the facility of the company or otherwise, in any cyber crime or any related activity which is deemed to be a crime under any law for the time being in force. While in employment with the company you shall promptly report all such activities that may come to your knowledge and shall not be an accomplice to such activities in any manner. You shall not logon to download or get connected to any obscene or prohibited internet sites, during the working hours of the company.

17. Company's Property

You shall always maintain in good condition the company's property, which may be entrusted to you for official use during the course of your employment and shall return the same to the company immediately upon relinquishment of your services, failing which the company shall recover the cost of the same.

18. Non Acceptance of Favours

You shall not borrow or accept any gifts, rewards and compensation for your personal gain from any person or otherwise place yourself under pecuniary obligation to any person with whom the company may be having official dealings. Normal company's giveaways, promotional gifts, which are of very nominal value, are

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19. Service Conditions

You shall be governed by the rules, regulations, policies and practices framed by the company from time to time; you shall not be governed by the statutory laws enacted by the local authorities, state or central government as applicable to you from time to time.

20. Notice Period

In the event of an employee deciding to separate from the services of the company, you are required to give in writing 60 days' notice or 2 months' pay in lieu thereof. No dues certificate needs to be obtained from all the department heads and submit it to the HR department for smooth proceedings of the relieving formalities not less than **7 (Seven) days** before the date of relieving. During the probation period, the employer may terminate the services of the employee without cause, with a notice period of 7 days or pay in lieu thereof which may be extended at the discretion of the employer.

21. Additions / Alterations

You shall in addition to the general service conditions as specifically stated herein above be governed by other rules, regulations, practices, systems, procedures and policies as are in force or may be added by the company from time to time.

For Ohealer Healthcare Services Pvt. Ltd

Authorised Signatory

I, **RAJAT RAJESH PANDEY** have read and understood the appointment order and all the terms and conditions governing my services/employment with the organization and the same are acceptable to me in totality.

Signature: _____

Date:

Place: Bangalore.


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Annexure 1

Salary Breakup	Fixed Annual CTC	Fixed Monthly CTC
Basic Allowance	150,000	12,500
House Rent Allowance	75,000	6,250
Other Allowances	75,000	6,250
Total	3,00,000	25,000
Provident Fund Contribution	21,600	1,800
Professional Tax	2,400	200
Total Deductions	24,000	2,000
Net Remuneration	2,76,000	23,000

Variable Annual CTC of upto 3 Lakh will depend on Performance of the employee.

Note: TDS will be deducted based on the Employee's Investment Declaration.


Training and Placement Cell





CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

Date: 2nd February 2023

To,

NAIDU GAUTAM K
Email ID: 1924008008@swarnnim.edu.in

Sub: Appointment Letter

Dear NAIDU GAUTAM K, We are pleased to offer the position of **Business Development Associate** with Ohealer Healthcare Services Private Limited. Your effective date of employment will commence from **7th July 2023** subject to your acceptance of previous offer letter.

1. Posting

Your place of posting shall be in **Bangalore (RT Nagar), India.**

2. Emoluments

You shall be employed with the company with an initial **Total Annual CTC** of **INR 6,00,000/-** (Rupees Six Lakhs Only) with:

Fixed Annual CTC of INR 3,00,000/- (Rupees Three Lakhs Only) per Annum and Variable Annual CTC (Based on Performance) of INR 3,00,000/- (Rupees Three Lakhs Only) per Annum. The Breakup of the Fixed component will be given in Annexure 1.

There is a joining bonus of INR 10,000/- (Rupees Ten Thousand Only) which will be paid after completion of 1 month with us.

3. Perquisites and Conditions

Along with the above you shall also be eligible / entitled for leave, bonus and other benefits as per the company's policy.

You shall be governed at all times by the policies procedures and rules of the company related to the salary, allowance, benefits and perquisites, further the company may modify or change such allowances, benefits and prerequisites from time to time in accordance with its policies.

Employment and benefits begin only after you have signed the document and it has been received by the **undersigned/ HR Department** subject further to you joining the office at Bangalore. All emoluments given below are acceptable after joining.

4. Probation

You shall be initially under probation for a period of **6 (Six) months** from the date of joining. Your period of probation will continue until you are expressly confirmed in the


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regular services of the company. Your confirmation into the company is based purely on your performance.

5. Provident Funds

You shall participate in the company's provident Fund scheme as per the company's policy.

6. Gratuities

Gratuity when implemented and applicable, you shall be covered as per the payment of gratuity act.

7. Leaves

Sl. No.	Type of Leave	No.of Days in Calendar Year	Eligibility & Remarks
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Note: Leaves on probation will be on LOP.

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documents Plans, photos, correspondence, instructions, information, programs, codes (source code / object code) etc. that pass through you or come to your knowledge shall be treated as confidential and you are bound not to divulge, pass over to any one or any entity or otherwise deal in any similar manner or take them out of the company premises without prior permission of the authorised person of the company in this regard and except in rightful discharge of your duty assigned to you by the company.

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18. Non Acceptance of Favours

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21. Additions / Alterations

You shall in addition to the general service conditions as specifically stated herein above be governed by other rules, regulations, practices, systems, procedures and policies as are in force or may be added by the company from time to time.

For Ohealer Healthcare Services Pvt. Ltd

Authorised Signatory

I, **NAIDU GAUTAM K** have read and understood the appointment order and all the terms and conditions governing my services/employment with the organization and the same are acceptable to me in totality.

Signature: _____

Date:

Place: Bangalore.


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Annexure 1

Salary Breakup	Fixed Annual CTC	Fixed Monthly CTC
Basic Allowance	150,000	12,500
House Rent Allowance	75,000	6,250
Other Allowances	75,000	6,250
Total	3,00,000	25,000
Provident Fund Contribution	21,600	1,800
Professional Tax	2,400	200
Total Deductions	24,000	2,000
Net Remuneration	2,76,000	23,000

Variable Annual CTC of upto 3 Lakh will depend on Performance of the employee.

Note: TDS will be deducted based on the Employee's Investment Declaration.


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CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

Date: 2nd February 2023

To,

TEJWANI BHARAT DILIPKUMAR
Email : 1924008012@Swarnnim.edu.in

Sub: Appointment Letter

Dear **TEJWANI BHARAT DILIPKUMAR**, We are pleased to offer the position of **Business Development Associate** with Ohealer Healthcare Services Private Limited. Your effective date of employment will commence from **7th July 2023** subject to your acceptance of previous offer letter.

1. Posting

Your place of posting shall be in **Bangalore (RT Nagar), India.**

2. Emoluments

You shall be employed with the company with an initial **Total Annual CTC** of **INR 6,00,000/-** (Rupees Six Lakhs Only) with:

Fixed Annual CTC of INR 3,00,000/- (Rupees Three Lakhs Only) per Annum and Variable Annual CTC (Based on Performance) of INR 3,00,000/- (Rupees Three Lakhs Only) per Annum. The Breakup of the Fixed component will be given in Annexure 1.

There is a joining bonus of INR 10,000/- (Rupees Ten Thousand Only) which will be paid after completion of 1 month with us.

3. Perquisites and Conditions

Along with the above you shall also be eligible / entitled for leave, bonus and other benefits as per the company's policy.

You shall be governed at all times by the policies procedures and rules of the company related to the salary, allowance, benefits and perquisites, further the company may modify or change such allowances, benefits and prerequisites from time to time in accordance with its policies.

Employment and benefits begin only after you have signed the document and it has been received by the **undersigned/ HR Department** subject further to you joining the office at Bangalore. All emoluments given below are acceptable after joining.

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4. Probation

You shall be initially under probation for a period of **6 (Six) months** from the date of joining. Your period of probation will continue until you are expressly confirmed in the





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regular services of the company. Your confirmation into the company is based purely on your performance.

5. Provident Funds

You shall participate in the company's provident Fund scheme as per the company's policy.

6. Gratuities

Gratuity when implemented and applicable, you shall be covered as per the payment of gratuity act.

7. Leaves

Sl. No.	Type of Leave	No.of Days in Calendar Year	Eligibility & Remarks
1	Casual	6	Eligible from date of joining on pro rata basis Credited every year on 1 st January and will carry forward to next year. Not en-cashable. Leave can be used for emergency/ to meet family commitment/ social obligation purposes. Can be availed for minimum of half a day and maximum of 1 day at a time.
2	Medical/ Sick	6	Applicable only in special cases. Detailed medical reports need to be provided to avail of this special leave.
3	Earned/ Privilege	1 day for every 20 working days (total 15 days a year)	Eligible from date of confirmation on a pro rata basis. Credited every year on Jan 1 st with arrears. Maximum carry forward up to 12 days, beyond which leave lapses Normally, leave is to be sanctioned a minimum 15 days before proceeding on leave. Can be availed for a minimum of 2 days
4	Maternity	17 weeks/ 120 days at a time	Eligible for Female employees only
5	Loss of pay	Maximum of 10 days	To be availed when no other leave is available can be availed only for

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			emergency situations. Permission of Manager needed.
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Note: Leaves on probation will be on LOP.

8. Annual Reviews

Your salary will be revised on an annual basis depending purely on your performance. Your increments are discretionary and will be subject to and on the basis of effectiveness and results during the review period by your appraiser.

9. Office Travel / tour

You may be required to travel to other locations as and when required by the company from time to time.

10. Transfers

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12. Working Hours

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documents Plans, photos, correspondence, instructions, information, programs, codes (source code / object code) etc. that pass through you or come to your knowledge shall be treated as confidential and you are bound not to divulge, pass over to any one or any entity or otherwise deal in any similar manner or take them out of the company premises without prior permission of the authorised person of the company in this regard and except in rightful discharge of your duty assigned to you by the company.

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21. Additions / Alterations

You shall in addition to the general service conditions as specifically stated herein above be governed by other rules, regulations, practices, systems, procedures and policies as are in force or may be added by the company from time to time.

For Ohealer Healthcare Services Pvt. Ltd

Authorised Signatory

I, **TEJWANI BHARAT DILIPKUMAR** have read and understood the appointment order and all the terms and conditions governing my services/employment with the organization and the same are acceptable to me in totality.

Signature: _____

Date:

Place: Bangalore.


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Annexure 1

Salary Breakup	Fixed Annual CTC	Fixed Monthly CTC
Basic Allowance	150,000	12,500
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Variable Annual CTC of upto 3 Lakh will depend on Performance of the employee.

Note: TDS will be deducted based on the Employee's Investment Declaration.


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CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

Date: 2nd February 2023

To,

BHARADWAJ RITISH KRISHNASHANKAR
Email : 1924008019@Swarnnim.edu.in

Sub: Appointment Letter

Dear BHARADWAJ RITISH KRISHNASHANKAR, We are pleased to offer the position of **Business Development Associate** with Ohealer Healthcare Services Private Limited. Your effective date of employment will commence from **7th July 2023** subject to your acceptance of previous offer letter.

1. Posting

Your place of posting shall be in **Bangalore (RT Nagar), India.**

2. Emoluments

You shall be employed with the company with an initial **Total Annual CTC** of **INR 6,00,000/-** (Rupees Six Lakhs Only) with:

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There is a joining bonus of INR 10,000/- (Rupees Ten Thousand Only) which will be paid after completion of 1 month with us.

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Along with the above you shall also be eligible / entitled for leave, bonus and other benefits as per the company's policy.

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14. Confidentiality, Proprietary Information

During your employment with the company you will or may receive confidential information, which is of use to the company or its subsidiaries etc. you therefore agree to abide by the following terms and conditions.

Your employment with the company creates a relationship of confidence and trust between you and the company, with respect to certain information, proprietary or trade secret nature.

For the purpose of this agreement, all such confidential, proprietary information will be treated as proprietary information.

Training and Placement Cell





CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

15. Non-disclosure and exclusivity

You shall not disclose, except under legal obligation, to any party or company or in any way make it known to general public any trade secret, invention, innovation or dealings of the company or any connected proprietary information of the company at any time during your employment with the company or even upon you separating from the services of the company.

documents Plans, photos, correspondence, instructions, information, programs, codes (source code / object code) etc. that pass through you or come to your knowledge shall be treated as confidential and you are bound not to divulge, pass over to any one or any entity or otherwise deal in any similar manner or take them out of the company premises without prior permission of the authorised person of the company in this regard and except in rightful discharge of your duty assigned to you by the company.

In the event of your separation from the services of the company shall promptly disclose all inventions and shall surrender possession of all such inventions, trade secrets or other equivalents.

16. Cyber crimes

You shall not divulge either by yourself or in association with others, either through the facility of the company or otherwise, in any cyber crime or any related activity which is deemed to be a crime under any law for the time being in force. While in employment with the company you shall promptly report all such activities that may come to your knowledge and shall not be an accomplice to such activities in any manner. You shall not logon to download or get connected to any obscene or prohibited internet sites, during the working hours of the company.

17. Company's Property

You shall always maintain in good condition the company's property, which may be entrusted to you for official use during the course of your employment and shall return the same to the company immediately upon relinquishment of your services, failing which the company shall recover the cost of the same.

18. Non Acceptance of Favours

You shall not borrow or accept any gifts, rewards and compensation for your personal gain from any person or otherwise place yourself under pecuniary obligation to any person with whom the company may be having official dealings. Normal company's giveaways, promotional gifts, which are of very nominal value, are

Training and Placement Cell





CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

19. Service Conditions

You shall be governed by the rules, regulations, policies and practices framed by the company from time to time; you shall not be governed by the statutory laws enacted by the local authorities, state or central government as applicable to you from time to time.

20. Notice Period

In the event of an employee deciding to separate from the services of the company, you are required to give in writing 60 days' notice or 2 months' pay in lieu thereof. No dues certificate needs to be obtained from all the department heads and submit it to the HR department for smooth proceedings of the relieving formalities not less than **7 (Seven) days** before the date of relieving. During the probation period, the employer may terminate the services of the employee without cause, with a notice period of 7 days or pay in lieu thereof which may be extended at the discretion of the employer.

21. Additions / Alterations

You shall in addition to the general service conditions as specifically stated herein above be governed by other rules, regulations, practices, systems, procedures and policies as are in force or may be added by the company from time to time.

For Ohealer Healthcare Services Pvt. Ltd

Authorised Signatory

I, **BHARADWAJ RITISH KRISHNASHANKAR** have read and understood the appointment order and all the terms and conditions governing my services/employment with the organization and the same are acceptable to me in totality.

Signature: _____

Date:

Place: Bangalore.


Training and Placement Cell





CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

Annexure 1

Salary Breakup	Fixed Annual CTC	Fixed Monthly CTC
Basic Allowance	150,000	12,500
House Rent Allowance	75,000	6,250
Other Allowances	75,000	6,250
Total	3,00,000	25,000
Provident Fund Contribution	21,600	1,800
Professional Tax	2,400	200
Total Deductions	24,000	2,000
Net Remuneration	2,76,000	23,000

Variable Annual CTC of upto 3 Lakh will depend on Performance of the employee.

Note: TDS will be deducted based on the Employee's Investment Declaration.


Training and Placement Cell





CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

Date: 2nd February 2023

To,

VISHAL DUBEY

Email : 2025008001@Swarnnim.edu.in

Sub: Appointment Letter

Dear VISHAL DUBEY, We are pleased to offer the position of **Business Development Associate** with Ohealer Healthcare Services Private Limited. Your effective date of employment will commence from **7th July 2023** subject to your acceptance of previous offer letter.

1. Posting

Your place of posting shall be in **Bangalore (RT Nagar), India.**

2. Emoluments

You shall be employed with the company with an initial **Total Annual CTC** of **INR 6,00,000/-** (Rupees Six Lakhs Only) with:

Fixed Annual CTC of INR 3,00,000/- (Rupees Three Lakhs Only) per Annum and Variable Annual CTC (Based on Performance) of INR 3,00,000/- (Rupees Three Lakhs Only) per Annum. The Breakup of the Fixed component will be given in Annexure 1.

There is a joining bonus of INR 10,000/- (Rupees Ten Thousand Only) which will be paid after completion of 1 month with us.

3. Perquisites and Conditions

Along with the above you shall also be eligible / entitled for leave, bonus and other benefits as per the company's policy.

You shall be governed at all times by the policies procedures and rules of the company related to the salary, allowance, benefits and perquisites, further the company may modify or change such allowances, benefits and prerequisites from time to time in accordance with its policies.

Employment and benefits begin only after you have signed the document and it has been received by the **undersigned/ HR Department** subject further to you joining the office at Bangalore. All emoluments given below are acceptable after joining.

Training and Placement Cell

4. Probation

You shall be initially under probation for a period of **6 (Six) months** from the date of joining. Your period of probation will continue until you are expressly confirmed in the





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regular services of the company. Your confirmation into the company is based purely on your performance.

5. Provident Funds

You shall participate in the company's provident Fund scheme as per the company's policy.

6. Gratuities

Gratuity when implemented and applicable, you shall be covered as per the payment of gratuity act.

7. Leaves

Sl. No.	Type of Leave	No.of Days in Calendar Year	Eligibility & Remarks
1	Casual	6	Eligible from date of joining on pro rata basis Credited every year on 1 st January and will carry forward to next year. Not en-cashable. Leave can be used for emergency/ to meet family commitment/ social obligation purposes. Can be availed for minimum of half a day and maximum of 1 day at a time.
2	Medical/ Sick	6	Applicable only in special cases. Detailed medical reports need to be provided to avail of this special leave.
3	Earned/ Privilege	1 day for every 20 working days (total 15 days a year)	Eligible from date of confirmation on a pro rata basis. Credited every year on Jan 1 st with arrears. Maximum carry forward up to 12 days, beyond which leave lapses Normally, leave is to be sanctioned a minimum 15 days before proceeding on leave. Can be availed for a minimum of 2 days
4	Maternity	17 weeks/ 120 days at a time	Eligible for Female employees only
5	Loss of pay	Maximum of 10 days	To be availed when no other leave is available can be availed only for

Training and Placement Cell





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			emergency situations. Permission of Manager needed.
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Note: Leaves on probation will be on LOP.

8. Annual Reviews

Your salary will be revised on an annual basis depending purely on your performance. Your increments are discretionary and will be subject to and on the basis of effectiveness and results during the review period by your appraiser.

9. Office Travel / tour

You may be required to travel to other locations as and when required by the company from time to time.

10. Transfers

You may be transferred to any place of business of the company as existing / operating presently or acquired later in any part of India or abroad at any time. You may also be deputed to any work or assigned the work of any associate / sister concerns, subsidiaries or any other companies, organizations, firms.

11. Whole Time Service / Employment

While you are in the service/ employment of the company, you shall not engage or associate directly or indirectly in any other manner, whatsoever or in any post or work part-time. You are required to devote full time attention and use your skills to the best of the ability for the business of the company and shall not directly or indirectly be connected / concerned, employed or engaged in any other business or activities whatsoever, without the prior written permission of the company and shall not accept any emoluments, commission or honoraria whatsoever from any other party.

12. Working Hours

The usual working hours will be from **09:30 AM to 7:00 PM, Monday to Saturday**, The same is subject to change at the discretion of the employer. However, you may also be required to work on weekly off / holidays if there is any urgent need for your presence.

14. Confidentiality, Proprietary Information

During your employment with the company you will or may receive confidential information, which is of use to the company or its subsidiaries etc. you therefore agree to abide by the following terms and conditions.

Your employment with the company creates a relationship of confidence and trust between you and the company, with respect to certain information, proprietary or trade secret nature.

For the purpose of this agreement, all such confidential, proprietary information will be treated as proprietary information.

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CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

15. Non-disclosure and exclusivity

You shall not disclose, except under legal obligation, to any party or company or in any way make it known to general public any trade secret, invention, innovation or dealings of the company or any connected proprietary information of the company at any time during your employment with the company or even upon you separating from the services of the company.

documents Plans, photos, correspondence, instructions, information, programs, codes (source code / object code) etc. that pass through you or come to your knowledge shall be treated as confidential and you are bound not to divulge, pass over to any one or any entity or otherwise deal in any similar manner or take them out of the company premises without prior permission of the authorised person of the company in this regard and except in rightful discharge of your duty assigned to you by the company.

In the event of your separation from the services of the company shall promptly disclose all inventions and shall surrender possession of all such inventions, trade secrets or other equivalents.

16. Cyber crimes

You shall not divulge either by yourself or in association with others, either through the facility of the company or otherwise, in any cyber crime or any related activity which is deemed to be a crime under any law for the time being in force. While in employment with the company you shall promptly report all such activities that may come to your knowledge and shall not be an accomplice to such activities in any manner. You shall not logon to download or get connected to any obscene or prohibited internet sites, during the working hours of the company.

17. Company's Property

You shall always maintain in good condition the company's property, which may be entrusted to you for official use during the course of your employment and shall return the same to the company immediately upon relinquishment of your services, failing which the company shall recover the cost of the same.

18. Non Acceptance of Favours

You shall not borrow or accept any gifts, rewards and compensation for your personal gain from any person or otherwise place yourself under pecuniary obligation to any person with whom the company may be having official dealings. Normal company's giveaways, promotional gifts, which are of very nominal value, are

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CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

19. Service Conditions

You shall be governed by the rules, regulations, policies and practices framed by the company from time to time; you shall not be governed by the statutory laws enacted by the local authorities, state or central government as applicable to you from time to time.

20. Notice Period

In the event of an employee deciding to separate from the services of the company, you are required to give in writing 60 days' notice or 2 months' pay in lieu thereof. No dues certificate needs to be obtained from all the department heads and submit it to the HR department for smooth proceedings of the relieving formalities not less than **7 (Seven) days** before the date of relieving. During the probation period, the employer may terminate the services of the employee without cause, with a notice period of 7 days or pay in lieu thereof which may be extended at the discretion of the employer.

21. Additions / Alterations

You shall in addition to the general service conditions as specifically stated herein above be governed by other rules, regulations, practices, systems, procedures and policies as are in force or may be added by the company from time to time.

For Ohealer Healthcare Services Pvt. Ltd

Authorised Signatory

I, **VISHAL DUBEY** have read and understood the appointment order and all the terms and conditions governing my services/employment with the organization and the same are acceptable to me in totality.

Signature: _____

Date:

Place: Bangalore.


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CLINIKK™ OHEALER HEALTHCARE SERVICES PVT. LTD.

Annexure 1

Salary Breakup	Fixed Annual CTC	Fixed Monthly CTC
Basic Allowance	150,000	12,500
House Rent Allowance	75,000	6,250
Other Allowances	75,000	6,250
Total	3,00,000	25,000
Provident Fund Contribution	21,600	1,800
Professional Tax	2,400	200
Total Deductions	24,000	2,000
Net Remuneration	2,76,000	23,000

Variable Annual CTC of upto 3 Lakh will depend on Performance of the employee.

Note: TDS will be deducted based on the Employee's Investment Declaration.


Training and Placement Cell





30 April, 2023

Shah Rohan Atulkumar

#24/1 Noha Street,
Shivajinagar,
Bangalore - 560051,
India

LETTER OF OFFER AND APPOINTMENT

Dear Shah Rohan Atulkumar,

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to offer you a position as A3 – Software Trainee. Our offer reflects our belief that you have the ability, commitment & desire to grow with us. We hope you will enjoy making your very own special contribution to the continued success of The Company. The terms of your employment are as follows:

1. Duties: You will be responsible to perform such duties as The Company may assign to you. You will be required to work a regular 40 hours per week unless otherwise advised by the Company. When deputed to a client's site, you will follow the clients working hours.

2. Salary & Benefits: You will be entitled to a Gross remuneration package, which will be up to INR 350000 (Rupees Three Lakh Fifty Thousand Only). You will be entitled to a salary, certain reimbursements and benefits as mentioned below.

SALARY COMPONENTS	Annually	Monthly
Basic	180000	15000
Flexi Pay	120400	10033
Bonus / Ex gratia	24000	2000
GROSS PAY	324400	27033
PF (Employers Contribution)	21600	1800
Group Insurance	4000	333
Performance Linked Variable Incentive	0	Annual Component
Year End Bonus	0	Annual Component
COST TO COMPANY:	350000	


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Our salary may be adjusted from time to time but the timing and amount of any adjustment will be at the sole discretion of the company. The details pertaining to your remuneration are confidential and must strictly be



treated as such.

3. Workplace: You are initially appointed to work in Bengaluru office. However, your services can be transferred / deputed to any other department of the company or group companies and / or clients' offices, anywhere in India or abroad, temporarily or permanently.

4. Probation: You will be on probation for a period of one year (1), which may be extended at the discretion of the company. During the probationary period, your employment can be terminated by a 30 days written notice on either side. The Company reserves the right to pay or recover salary in lieu of notice period.

5. Background Verification: All employees are subject to a background employment, education and reference check. If the certificates furnished by you or information provided on the resume, application form, etc. is

found to be false or incorrect, our offer will be withdrawn and/or your employment terminated forthwith without any notice and liabilities to the Company.

6. Training Agreement: The Company will provide at its own cost special training to enhance and upgrade your skills to perform specialized services. Therefore as already informed, you are required to execute a Training Agreement upon your joining with the Company. Kindly note that pursuant to the terms of the said Training Agreement you will be liable to pay us the cost of such training amounting to INR 1 Lac, if you resign before 18 months from joining or in the event of your termination by the Company.

You are required to join us on or before 16 August 2023 . Upon joining and successful completion of your joining formalities, you will be appointed as A3 – Software Trainee.

Your Appointment is subject to your successful completion of graduation and no further carryover of papers in the 7th & 8th Semester.

You are required to execute the Employment and Confidentiality agreement on reporting to work. We will provide you a copy of the executed agreements after we complete all necessary formalities. Please note that you may not alter this letter and the attached documents in any way. Any alteration renders the offer of employment and its attached documents null and void.

You are requested to complete all joining formalities on the 1st day of your joining. You may contact Murali Rajanna from our team for further assistance.

We are excited about the joint opportunities ahead of us and look forward to your valuable contributions. We welcome you to Quinnox and look forward to your long and fruitful association with us.

With Warm Regards,

For Quinnox Consultancy Services Limited,



Chitta Ranjan Rath
Senior Manager - Recruitment



Training and Placement Cell



Annexure I: Salary Components

Flexi Pay Components	Amount Per Annum (INR)
Reimbursement of Children education fees (maximum INR 100/- per month per child upto 2 children)	2400
Reimbursement of Children Hostel fees (maximum INR 300/- per month per child upto 2 children)	7200
Meal Vouchers	26400
House Rent Allowance (HRA)	Min. 0% of Basic Salary 50% of Basic Salary
Leave Travel Allowance (LTA)	Min. zero per annum Max. 1.5 months Basic Salary
Vehicle Reimbursement (As per IT laws) <u>Fuel Bills</u> a) INR 1800 per month for 4 wheeler engine cc < 1600 b) INR 2400 per month for 4 wheeler engine cc >=1600 c) INR 900 per month for 2 wheelers <u>Driver allowance:</u> INR 900 per month	39600
Reimbursement of Mobile & Internet (maximum INR 1000 /- per month)	12000
National Pension Scheme (NPS)	a) Authorise company to deduct INR 50,000 as self-contribution b) Show up to 10% of Basic Salary as company contribution
Books & Periodicals	6000
Professional Development	120000

Note:

You can opt in / out from the flexi-pay components at beginning of the Financial Year OR at the time of joining. Balance amount of the flexi-pay will be part of Special Allowance. Necessary documentary proofs need to be submitted while claiming the various flexi-pay components. The details are available on the flexi-pay portal.


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Other Salary Components

Group Insurance Premium:

This amount is deducted from your salary towards Group Mediciam Insurance and covers you and your family up to INR 100000/- p.a. of Hospitalisation expenses. Family coverage will include Self, Spouse and 2 Children. It also covers you under Group Term Life Insurance for INR 500000.

Performance-Linked Variable Incentive (PLVI):

You shall be eligible for an annualized Performance Linked Variable Incentive of INR 0 . Your PLVI is payable based on the PLVI plan as applicable to you and is payable, in May/June of the year following the close of the fiscal year and subject to you being on the payroll of the Company on the date of disbursement of PLVI.

Year End Bonus:

This amount is payable on the completion of 4 consecutive quarters of continuous employment with the company and subject to you being an active employee on the payroll of the company and not serving your notice period on the date of disbursement of bonus.

Provident Fund (PF): PF is computed @12% on Basic Salary.


Training and Placement Cell





30 April, 2023

144-B Elite,
Ghuma,
Ahmedabad - 380059,
India

LETTER OF OFFER AND APPOINTMENT

Dear Patel Smit Devanandbhai

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to offer you a position as A3 – Software Trainee. Our offer reflects our belief that you have the ability, commitment & desire to grow with us. We hope you will enjoy making your very own special contribution to the continued success of The Company. The terms of your employment are as follows:

1. Duties: You will be responsible to perform such duties as The Company may assign to you. You will be required to work a regular 40 hours per week unless otherwise advised by the Company. When deputed to a client's site, you will follow the clients working hours.

2. Salary & Benefits: You will be entitled to a Gross remuneration package, which will be up to INR 350000 (Rupees Three Lakh Fifty Thousand Only). You will be entitled to a salary, certain reimbursements and benefits as mentioned below.


Training and Placement Cell



SALARY COMPONENTS	Annually	Monthly
Basic	180000	15000
Flexi Pay	120400	10033
Bonus / Ex gratia	24000	2000
GROSS PAY	324400	27033
PF (Employers Contribution)	21600	1800
Group Insurance	4000	333
Performance Linked Variable Incentive	0	Annual Component
Year End Bonus	0	Annual Component
COST TO COMPANY:	350000	

Your salary may be adjusted from time to time but the timing and amount of any adjustment will be at the sole discretion of the company. The details pertaining to your remuneration are confidential and must strictly be treated as such.

3. Workplace: You are initially appointed to work in Bengaluru office. However, your services can be transferred / deputed to any other department of the company or group companies and / or clients' offices, anywhere in India or abroad, temporarily or permanently.

4. Probation: You will be on probation for a period of one year (1), which may be extended at the discretion of the company. During the probationary period, your employment can be terminated by a 30 days written notice on either side. The Company reserves the right to pay or recover salary in lieu of notice period.

5. Background Verification: All employees are subject to a background employment, education and reference check. If the certificates furnished by you or information provided on the resume, application form, etc. is

found to be false or incorrect, our offer will be withdrawn and/or your employment terminated forthwith without any notice and liabilities to the Company.

6. Training Agreement: The Company will provide at its own cost special training to enhance and upgrade your skills to perform specialized services. Therefore as already informed, you are required to execute a Training Agreement upon your joining with the Company. Kindly note that pursuant to the terms of the said Training Agreement you will be liable to pay us the cost of such training amounting to INR 1 Lac, if you resign before 18 months from joining or in the event of your termination by the Company.

You are required to join us on or before 16 August 2023 . Upon joining and successful completion of your joining formalities, you will be appointed as A3 – Software Trainee.

Your Appointment is subject to your successful completion of graduation and no further carryover of papers in the 7th & 8th Semester.

You are required to execute the Employment and Confidentiality agreement on reporting to work. We will provide you a copy of the executed agreements after we complete all necessary formalities. Please note that you may not alter this letter and the attached documents in any way. Any alteration renders the offer of employment and its attached documents null and void.

You are requested to complete all joining formalities on the 1st day of your joining. You may contact Murali Rajanna from our team for further assistance.

We are excited about the joint opportunities ahead of us and look forward to your valuable contributions. We welcome you to Innox and look forward to your long and fruitful association with us.

Regards,



Training and Placement Cell

For Quinnox Consultancy Services Limited,



Chitta Ranjan Rath
Senior Manager - Recruitment



Training and Placement Cell



Annexure I: Salary Components

Flexi Pay Components	Amount Per Annum (INR)
Reimbursement of Children education fees (maximum INR 100/- per month per child upto 2 children)	2400
Reimbursement of Children Hostel fees (maximum INR 300/- per month per child upto 2 children)	7200
Meal Vouchers	26400
House Rent Allowance (HRA)	Min. 0% of Basic Salary 50% of Basic Salary
Leave Travel Allowance (LTA)	Min. zero per annum Max. 1.5 months Basic Salary
Vehicle Reimbursement (As per IT laws) <u>Fuel Bills</u> a) INR 1800 per month for 4 wheeler engine cc < 1600 b) INR 2400 per month for 4 wheeler engine cc >=1600 c) INR 900 per month for 2 wheelers <u>Driver allowance:</u> INR 900 per month	39600
Reimbursement of Mobile & Internet (maximum INR 1000 /- per month)	12000
National Pension Scheme (NPS)	a) Authorise company to deduct INR 50,000 as self-contribution b) Show up to 10% of Basic Salary as company contribution
Books & Periodicals	6000
Professional Development	120000

Note:

You can opt in / out from the flexi-pay components at beginning of the Financial Year OR at the time of joining. Balance amount of the flexi-pay will be part of Special Allowance. Necessary documentary proofs need to be submitted while claiming the various flexi-pay components. The details are available on the flexi-pay portal.

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Other Salary Components

Group Insurance Premium:

This amount is deducted from your salary towards Group Mediclaim Insurance and covers you and your family up to INR 100000/- p.a. of Hospitalisation expenses. Family coverage will include Self, Spouse and 2 Children. It also covers you under Group Term Life Insurance for INR 500000.

Performance-Linked Variable Incentive (PLVI):

You shall be eligible for an annualized Performance Linked Variable Incentive of INR 0 . Your PLVI is payable based on the PLVI plan as applicable to you and is payable, in May/June of the year following the close of the fiscal year and subject to you being on the payroll of the Company on the date of disbursement of PLVI.

Year End Bonus:

This amount is payable on the completion of 4 consecutive quarters of continuous employment with the company and subject to you being an active employee on the payroll of the company and not serving your notice period on the date of disbursement of bonus.

Provident Fund (PF): PF is computed @12% on Basic Salary.


Training and Placement Cell





30 April, 2023

146-b Elite,
Ghuma,
Ahmedabad - 380059,
India

LETTER OF OFFER AND APPOINTMENT

Dear Thakor Kaushal

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to offer you a position as A3 – Software Trainee. Our offer reflects our belief that you have the ability, commitment & desire to grow with us. We hope you will enjoy making your very own special contribution to the continued success of The Company. The terms of your employment are as follows:

1. Duties: You will be responsible to perform such duties as The Company may assign to you. You will be required to work a regular 40 hours per week unless otherwise advised by the Company. When deputed to a client's site, you will follow the clients working hours.

2. Salary & Benefits: You will be entitled to a Gross remuneration package, which will be up to INR 350000 (Rupees Three Lakh Fifty Thousand Only). You will be entitled to a salary, certain reimbursements and benefits as mentioned below.


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SALARY COMPONENTS	Annually	Monthly
Basic	180000	15000
Flexi Pay	120400	10033
Bonus / Ex gratia	24000	2000
GROSS PAY	324400	27033
PF (Employers Contribution)	21600	1800
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Performance Linked Variable Incentive	0	Annual Component
Year End Bonus	0	Annual Component
COST TO COMPANY:	350000	

Your salary may be adjusted from time to time but the timing and amount of any adjustment will be at the sole discretion of the company. The details pertaining to your remuneration are confidential and must strictly be treated as such.

3. **Workplace:** You are initially appointed to work in Bengaluru office. However, your services can be transferred / deputed to any other department of the company or group companies and / or clients' offices, anywhere in India or abroad, temporarily or permanently.

4. **Probation:** You will be on probation for a period of one year (1), which may be extended at the discretion of the company. During the probationary period, your employment can be terminated by a 30 days written notice on either side. The Company reserves the right to pay or recover salary in lieu of notice period.

5. **Background Verification:** All employees are subject to a background employment, education and reference check. If the certificates furnished by you or information provided on the resume, application form, etc. is

found to be false or incorrect, our offer will be withdrawn and/or your employment terminated forthwith without any notice and liabilities to the Company.

6. **Training Agreement:** The Company will provide at its own cost special training to enhance and upgrade your skills to perform specialized services. Therefore as already informed, you are required to execute a Training Agreement upon your joining with the Company. Kindly note that pursuant to the terms of the said Training Agreement you will be liable to pay us the cost of such training amounting to INR 1 Lac, if you resign before 18 months from joining or in the event of your termination by the Company.

You are required to join us on or before 16 August 2023 . Upon joining and successful completion of your joining formalities, you will be appointed as A3 – Software Trainee.

Your Appointment is subject to your successful completion of graduation and no further carryover of papers in the 7th & 8th Semester.

You are required to execute the Employment and Confidentiality agreement on reporting to work. We will provide you a copy of the executed agreements after we complete all necessary formalities. Please note that you may not alter this letter and the attached documents in any way. Any alteration renders the offer of employment and its attached documents null and void.

You are requested to complete all joining formalities on the 1st day of your joining. You may contact Murali Rajanna from our team for further assistance.

We are excited about the joint opportunities ahead of us and look forward to your valuable contributions. We welcome you to Innox and look forward to your long and fruitful association with us.

Regards,



Training and Placement Cell

For Quinnox Consultancy Services Limited,



Chitta Ranjan Rath
Senior Manager - Recruitment



Training and Placement Cell



Annexure I: Salary Components

Flexi Pay Components	Amount Per Annum (INR)
Reimbursement of Children education fees (maximum INR 100/- per month per child upto 2 children)	2400
Reimbursement of Children Hostel fees (maximum INR 300/- per month per child upto 2 children)	7200
Meal Vouchers	26400
House Rent Allowance (HRA)	Min. 0% of Basic Salary 50% of Basic Salary
Leave Travel Allowance (LTA)	Min. zero per annum Max. 1.5 months Basic Salary
Vehicle Reimbursement (As per IT laws) <u>Fuel Bills</u> a) INR 1800 per month for 4 wheeler engine cc < 1600 b) INR 2400 per month for 4 wheeler engine cc >=1600 c) INR 900 per month for 2 wheelers <u>Driver allowance:</u> INR 900 per month	39600
Reimbursement of Mobile & Internet (maximum INR 1000 /- per month)	12000
National Pension Scheme (NPS)	a) Authorise company to deduct INR 50,000 as self-contribution b) Show up to 10% of Basic Salary as company contribution
Books & Periodicals	6000
Professional Development	120000

Note:

You can opt in / out from the flexi-pay components at beginning of the Financial Year OR at the time of joining. Balance amount of the flexi-pay will be part of Special Allowance. Necessary documentary proofs need to be submitted while claiming the various flexi-pay components. The details are available on the flexi-pay portal.

Training and Placement Cell



Other Salary Components

Group Insurance Premium:

This amount is deducted from your salary towards Group Medclaim Insurance and covers you and your family up to INR 100000/- p.a. of Hospitalisation expenses. Family coverage will include Self, Spouse and 2 Children. It also covers you under Group Term Life Insurance for INR 500000.

Performance-Linked Variable Incentive (PLVI):

You shall be eligible for an annualized Performance Linked Variable Incentive of INR 0 . Your PLVI is payable based on the PLVI plan as applicable to you and is payable, in May/June of the year following the close of the fiscal year and subject to you being on the payroll of the Company on the date of disbursement of PLVI.

Year End Bonus:

This amount is payable on the completion of 4 consecutive quarters of continuous employment with the company and subject to you being an active employee on the payroll of the company and not serving your notice period on the date of disbursement of bonus.

Provident Fund (PF): PF is computed @12% on Basic Salary.


Training and Placement Cell





30 April, 2023

1345 Surya Elite,
Gota,
Ahmedabad - 380053,
India

LETTER OF OFFER AND APPOINTMENT

Dear Patel Ravi Vinodchandra

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to offer you a position as A3 – Software Trainee. Our offer reflects our belief that you have the ability, commitment & desire to grow with us. We hope you will enjoy making your very own special contribution to the continued success of The Company. The terms of your employment are as follows:

1. Duties: You will be responsible to perform such duties as The Company may assign to you. You will be required to work a regular 40 hours per week unless otherwise advised by the Company. When deputed to a client's site, you will follow the clients working hours.

2. Salary & Benefits: You will be entitled to a Gross remuneration package, which will be up to INR 350000 (Rupees Three Lakh Fifty Thousand Only). You will be entitled to a salary, certain reimbursements and benefits as mentioned below.


Training and Placement Cell



SALARY COMPONENTS	Annually	Monthly
Basic	180000	15000
Flexi Pay	120400	10033
Bonus / Ex gratia	24000	2000
GROSS PAY	324400	27033
PF (Employers Contribution)	21600	1800
Group Insurance	4000	333
Performance Linked Variable Incentive	0	Annual Component
Year End Bonus	0	Annual Component
COST TO COMPANY:	350000	

Your salary may be adjusted from time to time but the timing and amount of any adjustment will be at the sole discretion of the company. The details pertaining to your remuneration are confidential and must strictly be treated as such.

3. **Workplace:** You are initially appointed to work in Bengaluru office. However, your services can be transferred / deputed to any other department of the company or group companies and / or clients' offices, anywhere in India or abroad, temporarily or permanently.

4. **Probation:** You will be on probation for a period of one year (1), which may be extended at the discretion of the company. During the probationary period, your employment can be terminated by a 30 days written notice on either side. The Company reserves the right to pay or recover salary in lieu of notice period.

5. **Background Verification:** All employees are subject to a background employment, education and reference check. If the certificates furnished by you or information provided on the resume, application form, etc. is

found to be false or incorrect, our offer will be withdrawn and/or your employment terminated forthwith without any notice and liabilities to the Company.

6. **Training Agreement:** The Company will provide at its own cost special training to enhance and upgrade your skills to perform specialized services. Therefore as already informed, you are required to execute a Training Agreement upon your joining with the Company. Kindly note that pursuant to the terms of the said Training Agreement you will be liable to pay us the cost of such training amounting to INR 1 Lac, if you resign before 18 months from joining or in the event of your termination by the Company.

You are required to join us on or before 16 August 2023 . Upon joining and successful completion of your joining formalities, you will be appointed as A3 – Software Trainee.

Your Appointment is subject to your successful completion of graduation and no further carryover of papers in the 7th & 8th Semester.

You are required to execute the Employment and Confidentiality agreement on reporting to work. We will provide you a copy of the executed agreements after we complete all necessary formalities. Please note that you may not alter this letter and the attached documents in any way. Any alteration renders the offer of employment and its attached documents null and void.

You are requested to complete all joining formalities on the 1st day of your joining. You may contact Murali Rajanna from our team for further assistance.

We are excited about the joint opportunities ahead of us and look forward to your valuable contributions. We welcome you to Innox and look forward to your long and fruitful association with us.

Regards,



Training and Placement Cell

For Quinnox Consultancy Services Limited,



Chitta Ranjan Rath
Senior Manager - Recruitment



Training and Placement Cell



Annexure I: Salary Components

Flexi Pay Components	Amount Per Annum (INR)
Reimbursement of Children education fees (maximum INR 100/- per month per child upto 2 children)	2400
Reimbursement of Children Hostel fees (maximum INR 300/- per month per child upto 2 children)	7200
Meal Vouchers	26400
House Rent Allowance (HRA)	Min. 0% of Basic Salary 50% of Basic Salary
Leave Travel Allowance (LTA)	Min. zero per annum Max. 1.5 months Basic Salary
Vehicle Reimbursement (As per IT laws) <u>Fuel Bills</u> a) INR 1800 per month for 4 wheeler engine cc < 1600 b) INR 2400 per month for 4 wheeler engine cc >=1600 c) INR 900 per month for 2 wheelers <u>Driver allowance:</u> INR 900 per month	39600
Reimbursement of Mobile & Internet (maximum INR 1000 /- per month)	12000
National Pension Scheme (NPS)	a) Authorise company to deduct INR 50,000 as self-contribution b) Show up to 10% of Basic Salary as company contribution
Books & Periodicals	6000
Professional Development	120000

Note:

You can opt in / out from the flexi-pay components at beginning of the Financial Year OR at the time of joining. Balance amount of the flexi-pay will be part of Special Allowance. Necessary documentary proofs need to be submitted while claiming the various flexi-pay components. The details are available on the flexi-pay portal.

Training and Placement Cell



Other Salary Components

Group Insurance Premium:

This amount is deducted from your salary towards Group Medclaim Insurance and covers you and your family up to INR 100000/- p.a. of Hospitalisation expenses. Family coverage will include Self, Spouse and 2 Children. It also covers you under Group Term Life Insurance for INR 500000.

Performance-Linked Variable Incentive (PLVI):

You shall be eligible for an annualized Performance Linked Variable Incentive of INR 0 . Your PLVI is payable based on the PLVI plan as applicable to you and is payable, in May/June of the year following the close of the fiscal year and subject to you being on the payroll of the Company on the date of disbursement of PLVI.

Year End Bonus:

This amount is payable on the completion of 4 consecutive quarters of continuous employment with the company and subject to you being an active employee on the payroll of the company and not serving your notice period on the date of disbursement of bonus.

Provident Fund (PF): PF is computed @12% on Basic Salary.


Training and Placement Cell





30 April, 2023

1345 Surya Treat,
Bopal,
Ahmedabad - 380007,
India

LETTER OF OFFER AND APPOINTMENT

Dear Patel Ritu Pravinkumar

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to offer you a position as A3 – Software Trainee. Our offer reflects our belief that you have the ability, commitment & desire to grow with us. We hope you will enjoy making your very own special contribution to the continued success of The Company. The terms of your employment are as follows:

1. Duties: You will be responsible to perform such duties as The Company may assign to you. You will be required to work a regular 40 hours per week unless otherwise advised by the Company. When deputed to a client's site, you will follow the clients working hours.

2. Salary & Benefits: You will be entitled to a Gross remuneration package, which will be up to INR 350000 (Rupees Three Lakh Fifty Thousand Only). You will be entitled to a salary, certain reimbursements and benefits as mentioned below.


Training and Placement Cell



SALARY COMPONENTS	Annually	Monthly
Basic	180000	15000
Flexi Pay	120400	10033
Bonus / Ex gratia	24000	2000
GROSS PAY	324400	27033
PF (Employers Contribution)	21600	1800
Group Insurance	4000	333
Performance Linked Variable Incentive	0	Annual Component
Year End Bonus	0	Annual Component
COST TO COMPANY:	350000	

Your salary may be adjusted from time to time but the timing and amount of any adjustment will be at the sole discretion of the company. The details pertaining to your remuneration are confidential and must strictly be treated as such.

3. **Workplace:** You are initially appointed to work in Bengaluru office. However, your services can be transferred / deputed to any other department of the company or group companies and / or clients' offices, anywhere in India or abroad, temporarily or permanently.

4. **Probation:** You will be on probation for a period of one year (1), which may be extended at the discretion of the company. During the probationary period, your employment can be terminated by a 30 days written notice on either side. The Company reserves the right to pay or recover salary in lieu of notice period.

5. **Background Verification:** All employees are subject to a background employment, education and reference check. If the certificates furnished by you or information provided on the resume, application form, etc. is

found to be false or incorrect, our offer will be withdrawn and/or your employment terminated forthwith without any notice and liabilities to the Company.

6. **Training Agreement:** The Company will provide at its own cost special training to enhance and upgrade your skills to perform specialized services. Therefore as already informed, you are required to execute a Training Agreement upon your joining with the Company. Kindly note that pursuant to the terms of the said Training Agreement you will be liable to pay us the cost of such training amounting to INR 1 Lac, if you resign before 18 months from joining or in the event of your termination by the Company.

You are required to join us on or before 16 August 2023 . Upon joining and successful completion of your joining formalities, you will be appointed as A3 – Software Trainee.

Your Appointment is subject to your successful completion of graduation and no further carryover of papers in the 7th & 8th Semester.

You are required to execute the Employment and Confidentiality agreement on reporting to work. We will provide you a copy of the executed agreements after we complete all necessary formalities. Please note that you may not alter this letter and the attached documents in any way. Any alteration renders the offer of employment and its attached documents null and void.

You are requested to complete all joining formalities on the 1st day of your joining. You may contact Murali Rajanna from our team for further assistance.

We are excited about the joint opportunities ahead of us and look forward to your valuable contributions. We welcome you to Innox and look forward to your long and fruitful association with us.

Regards,



Training and Placement Cell

For Quinnox Consultancy Services Limited,



Chitta Ranjan Rath
Senior Manager - Recruitment



Training and Placement Cell



Annexure I: Salary Components

Flexi Pay Components	Amount Per Annum (INR)
Reimbursement of Children education fees (maximum INR 100/- per month per child upto 2 children)	2400
Reimbursement of Children Hostel fees (maximum INR 300/- per month per child upto 2 children)	7200
Meal Vouchers	26400
House Rent Allowance (HRA)	Min. 0% of Basic Salary 50% of Basic Salary
Leave Travel Allowance (LTA)	Min. zero per annum Max. 1.5 months Basic Salary
Vehicle Reimbursement (As per IT laws) <u>Fuel Bills</u> a) INR 1800 per month for 4 wheeler engine cc < 1600 b) INR 2400 per month for 4 wheeler engine cc >=1600 c) INR 900 per month for 2 wheelers <u>Driver allowance:</u> INR 900 per month	39600
Reimbursement of Mobile & Internet (maximum INR 1000 /- per month)	12000
National Pension Scheme (NPS)	a) Authorise company to deduct INR 50,000 as self-contribution b) Show up to 10% of Basic Salary as company contribution
Books & Periodicals	6000
Professional Development	120000

Note:

You can opt in / out from the flexi-pay components at beginning of the Financial Year OR at the time of joining. Balance amount of the flexi-pay will be part of Special Allowance. Necessary documentary proofs need to be submitted while claiming the various flexi-pay components. The details are available on the flexi-pay portal.

Training and Placement Cell



Other Salary Components

Group Insurance Premium:

This amount is deducted from your salary towards Group Mediclaim Insurance and covers you and your family up to INR 100000/- p.a. of Hospitalisation expenses. Family coverage will include Self, Spouse and 2 Children. It also covers you under Group Term Life Insurance for INR 500000.

Performance-Linked Variable Incentive (PLVI):

You shall be eligible for an annualized Performance Linked Variable Incentive of INR 0 . Your PLVI is payable based on the PLVI plan as applicable to you and is payable, in May/June of the year following the close of the fiscal year and subject to you being on the payroll of the Company on the date of disbursement of PLVI.

Year End Bonus:

This amount is payable on the completion of 4 consecutive quarters of continuous employment with the company and subject to you being an active employee on the payroll of the company and not serving your notice period on the date of disbursement of bonus.

Provident Fund (PF): PF is computed @12% on Basic Salary.


Training and Placement Cell





30 April, 2023

28/20 Tejas,
Bopal,
Ahmedabad - 380007,
India

LETTER OF OFFER AND APPOINTMENT

Dear Patel Deep Suresh

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to offer you a position as A3 – Software Trainee. Our offer reflects our belief that you have the ability, commitment & desire to grow with us. We hope you will enjoy making your very own special contribution to the continued success of The Company. The terms of your employment are as follows:

1. Duties: You will be responsible to perform such duties as The Company may assign to you. You will be required to work a regular 40 hours per week unless otherwise advised by the Company. When deputed to a client's site, you will follow the clients working hours.

2. Salary & Benefits: You will be entitled to a Gross remuneration package, which will be up to INR 350000 (Rupees Three Lakh Fifty Thousand Only). You will be entitled to a salary, certain reimbursements and benefits as mentioned below.


Training and Placement Cell



SALARY COMPONENTS	Annually	Monthly
Basic	180000	15000
Flexi Pay	120400	10033
Bonus / Ex gratia	24000	2000
GROSS PAY	324400	27033
PF (Employers Contribution)	21600	1800
Group Insurance	4000	333
Performance Linked Variable Incentive	0	Annual Component
Year End Bonus	0	Annual Component
COST TO COMPANY:	350000	

Your salary may be adjusted from time to time but the timing and amount of any adjustment will be at the sole discretion of the company. The details pertaining to your remuneration are confidential and must strictly be treated as such.

3. **Workplace:** You are initially appointed to work in Bengaluru office. However, your services can be transferred / deputed to any other department of the company or group companies and / or clients' offices, anywhere in India or abroad, temporarily or permanently.

4. **Probation:** You will be on probation for a period of one year (1), which may be extended at the discretion of the company. During the probationary period, your employment can be terminated by a 30 days written notice on either side. The Company reserves the right to pay or recover salary in lieu of notice period.

5. **Background Verification:** All employees are subject to a background employment, education and reference check. If the certificates furnished by you or information provided on the resume, application form, etc. is

found to be false or incorrect, our offer will be withdrawn and/or your employment terminated forthwith without any notice and liabilities to the Company.

6. **Training Agreement:** The Company will provide at its own cost special training to enhance and upgrade your skills to perform specialized services. Therefore as already informed, you are required to execute a Training Agreement upon your joining with the Company. Kindly note that pursuant to the terms of the said Training Agreement you will be liable to pay us the cost of such training amounting to INR 1 Lac, if you resign before 18 months from joining or in the event of your termination by the Company.

You are required to join us on or before 16 August 2023 . Upon joining and successful completion of your joining formalities, you will be appointed as A3 – Software Trainee.

Your Appointment is subject to your successful completion of graduation and no further carryover of papers in the 7th & 8th Semester.

You are required to execute the Employment and Confidentiality agreement on reporting to work. We will provide you a copy of the executed agreements after we complete all necessary formalities. Please note that you may not alter this letter and the attached documents in any way. Any alteration renders the offer of employment and its attached documents null and void.

You are requested to complete all joining formalities on the 1st day of your joining. You may contact Murali Rajanna from our team for further assistance.

We are excited about the joint opportunities ahead of us and look forward to your valuable contributions. We welcome you to Innox and look forward to your long and fruitful association with us.

Regards,



Training and Placement Cell

For Quinnox Consultancy Services Limited,



Chitta Ranjan Rath
Senior Manager - Recruitment



Training and Placement Cell



Annexure I: Salary Components

Flexi Pay Components	Amount Per Annum (INR)
Reimbursement of Children education fees (maximum INR 100/- per month per child upto 2 children)	2400
Reimbursement of Children Hostel fees (maximum INR 300/- per month per child upto 2 children)	7200
Meal Vouchers	26400
House Rent Allowance (HRA)	Min. 0% of Basic Salary 50% of Basic Salary
Leave Travel Allowance (LTA)	Min. zero per annum Max. 1.5 months Basic Salary
Vehicle Reimbursement (As per IT laws) <u>Fuel Bills</u> a) INR 1800 per month for 4 wheeler engine cc < 1600 b) INR 2400 per month for 4 wheeler engine cc >=1600 c) INR 900 per month for 2 wheelers <u>Driver allowance:</u> INR 900 per month	39600
Reimbursement of Mobile & Internet (maximum INR 1000 /- per month)	12000
National Pension Scheme (NPS)	a) Authorise company to deduct INR 50,000 as self-contribution b) Show up to 10% of Basic Salary as company contribution
Books & Periodicals	6000
Professional Development	120000

Note:

You can opt in / out from the flexi-pay components at beginning of the Financial Year OR at the time of joining. Balance amount of the flexi-pay will be part of Special Allowance. Necessary documentary proofs need to be submitted while claiming the various flexi-pay components. The details are available on the flexi-pay portal.

Training and Placement Cell



Other Salary Components

Group Insurance Premium:

This amount is deducted from your salary towards Group Mediclaim Insurance and covers you and your family up to INR 100000/- p.a. of Hospitalisation expenses. Family coverage will include Self, Spouse and 2 Children. It also covers you under Group Term Life Insurance for INR 500000.

Performance-Linked Variable Incentive (PLVI):

You shall be eligible for an annualized Performance Linked Variable Incentive of INR 0 . Your PLVI is payable based on the PLVI plan as applicable to you and is payable, in May/June of the year following the close of the fiscal year and subject to you being on the payroll of the Company on the date of disbursement of PLVI.

Year End Bonus:

This amount is payable on the completion of 4 consecutive quarters of continuous employment with the company and subject to you being an active employee on the payroll of the company and not serving your notice period on the date of disbursement of bonus.

Provident Fund (PF): PF is computed @12% on Basic Salary.


Training and Placement Cell





30 April, 2023

28/20 Tejas,
Sainagar,
Gandhinagar - 382007,
India

LETTER OF OFFER AND APPOINTMENT

Dear Solanki Pradhuman Navinchandra

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to offer you a position as A3 – Software Trainee. Our offer reflects our belief that you have the ability, commitment & desire to grow with us. We hope you will enjoy making your very own special contribution to the continued success of The Company. The terms of your employment are as follows:

1. Duties: You will be responsible to perform such duties as The Company may assign to you. You will be required to work a regular 40 hours per week unless otherwise advised by the Company. When deputed to a client's site, you will follow the clients working hours.

2. Salary & Benefits: You will be entitled to a Gross remuneration package, which will be up to INR 350000 (Rupees Three Lakh Fifty Thousand Only). You will be entitled to a salary, certain reimbursements and benefits as mentioned below.


Training and Placement Cell



SALARY COMPONENTS	Annually	Monthly
Basic	180000	15000
Flexi Pay	120400	10033
Bonus / Ex gratia	24000	2000
GROSS PAY	324400	27033
PF (Employers Contribution)	21600	1800
Group Insurance	4000	333
Performance Linked Variable Incentive	0	Annual Component
Year End Bonus	0	Annual Component
COST TO COMPANY:	350000	

Your salary may be adjusted from time to time but the timing and amount of any adjustment will be at the sole discretion of the company. The details pertaining to your remuneration are confidential and must strictly be treated as such.

3. **Workplace:** You are initially appointed to work in Bengaluru office. However, your services can be transferred / deputed to any other department of the company or group companies and / or clients' offices, anywhere in India or abroad, temporarily or permanently.

4. **Probation:** You will be on probation for a period of one year (1), which may be extended at the discretion of the company. During the probationary period, your employment can be terminated by a 30 days written notice on either side. The Company reserves the right to pay or recover salary in lieu of notice period.

5. **Background Verification:** All employees are subject to a background employment, education and reference check. If the certificates furnished by you or information provided on the resume, application form, etc. is

found to be false or incorrect, our offer will be withdrawn and/or your employment terminated forthwith without any notice and liabilities to the Company.

6. **Training Agreement:** The Company will provide at its own cost special training to enhance and upgrade your skills to perform specialized services. Therefore as already informed, you are required to execute a Training Agreement upon your joining with the Company. Kindly note that pursuant to the terms of the said Training Agreement you will be liable to pay us the cost of such training amounting to INR 1 Lac, if you resign before 18 months from joining or in the event of your termination by the Company.

You are required to join us on or before 16 August 2023 . Upon joining and successful completion of your joining formalities, you will be appointed as A3 – Software Trainee.

Your Appointment is subject to your successful completion of graduation and no further carryover of papers in the 7th & 8th Semester.

You are required to execute the Employment and Confidentiality agreement on reporting to work. We will provide you a copy of the executed agreements after we complete all necessary formalities. Please note that you may not alter this letter and the attached documents in any way. Any alteration renders the offer of employment and its attached documents null and void.

You are requested to complete all joining formalities on the 1st day of your joining. You may contact Murali Rajanna from our team for further assistance.

We are excited about the joint opportunities ahead of us and look forward to your valuable contributions. We welcome you to Innox and look forward to your long and fruitful association with us.

Regards,



Training and Placement Cell

For Quinnox Consultancy Services Limited,



Chitta Ranjan Rath
Senior Manager - Recruitment



Training and Placement Cell



Annexure I: Salary Components

Flexi Pay Components	Amount Per Annum (INR)
Reimbursement of Children education fees (maximum INR 100/- per month per child upto 2 children)	2400
Reimbursement of Children Hostel fees (maximum INR 300/- per month per child upto 2 children)	7200
Meal Vouchers	26400
House Rent Allowance (HRA)	Min. 0% of Basic Salary 50% of Basic Salary
Leave Travel Allowance (LTA)	Min. zero per annum Max. 1.5 months Basic Salary
Vehicle Reimbursement (As per IT laws) <u>Fuel Bills</u> a) INR 1800 per month for 4 wheeler engine cc < 1600 b) INR 2400 per month for 4 wheeler engine cc >=1600 c) INR 900 per month for 2 wheelers <u>Driver allowance:</u> INR 900 per month	39600
Reimbursement of Mobile & Internet (maximum INR 1000 /- per month)	12000
National Pension Scheme (NPS)	a) Authorise company to deduct INR 50,000 as self-contribution b) Show up to 10% of Basic Salary as company contribution
Books & Periodicals	6000
Professional Development	120000

Note:

You can opt in / out from the flexi-pay components at beginning of the Financial Year OR at the time of joining. Balance amount of the flexi-pay will be part of Special Allowance. Necessary documentary proofs need to be submitted while claiming the various flexi-pay components. The details are available on the flexi-pay portal.

Training and Placement Cell



Other Salary Components

Group Insurance Premium:

This amount is deducted from your salary towards Group Mediclaim Insurance and covers you and your family up to INR 100000/- p.a. of Hospitalisation expenses. Family coverage will include Self, Spouse and 2 Children. It also covers you under Group Term Life Insurance for INR 500000.

Performance-Linked Variable Incentive (PLVI):

You shall be eligible for an annualized Performance Linked Variable Incentive of INR 0 . Your PLVI is payable based on the PLVI plan as applicable to you and is payable, in May/June of the year following the close of the fiscal year and subject to you being on the payroll of the Company on the date of disbursement of PLVI.

Year End Bonus:

This amount is payable on the completion of 4 consecutive quarters of continuous employment with the company and subject to you being an active employee on the payroll of the company and not serving your notice period on the date of disbursement of bonus.

Provident Fund (PF): PF is computed @12% on Basic Salary.


Training and Placement Cell





30 April, 2023

28/1 Bohas ,
Sainagar,
Gandhinagar - 382023,
India

LETTER OF OFFER AND APPOINTMENT

Dear Prajapati Nishant Shaileshbhai

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to offer you a position as A3 – Software Trainee. Our offer reflects our belief that you have the ability, commitment & desire to grow with us. We hope you will enjoy making your very own special contribution to the continued success of The Company. The terms of your employment are as follows:

1. Duties: You will be responsible to perform such duties as The Company may assign to you. You will be required to work a regular 40 hours per week unless otherwise advised by the Company. When deputed to a client's site, you will follow the clients working hours.

2. Salary & Benefits: You will be entitled to a Gross remuneration package, which will be up to INR 350000 (Rupees Three Lakh Fifty Thousand Only). You will be entitled to a salary, certain reimbursements and benefits as mentioned below.


Training and Placement Cell



SALARY COMPONENTS	Annually	Monthly
Basic	180000	15000
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GROSS PAY	324400	27033
PF (Employers Contribution)	21600	1800
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Performance Linked Variable Incentive	0	Annual Component
Year End Bonus	0	Annual Component
COST TO COMPANY:	350000	

Your salary may be adjusted from time to time but the timing and amount of any adjustment will be at the sole discretion of the company. The details pertaining to your remuneration are confidential and must strictly be treated as such.

3. **Workplace:** You are initially appointed to work in Bengaluru office. However, your services can be transferred / deputed to any other department of the company or group companies and / or clients' offices, anywhere in India or abroad, temporarily or permanently.

4. **Probation:** You will be on probation for a period of one year (1), which may be extended at the discretion of the company. During the probationary period, your employment can be terminated by a 30 days written notice on either side. The Company reserves the right to pay or recover salary in lieu of notice period.

5. **Background Verification:** All employees are subject to a background employment, education and reference check. If the certificates furnished by you or information provided on the resume, application form, etc. is

found to be false or incorrect, our offer will be withdrawn and/or your employment terminated forthwith without any notice and liabilities to the Company.

6. **Training Agreement:** The Company will provide at its own cost special training to enhance and upgrade your skills to perform specialized services. Therefore as already informed, you are required to execute a Training Agreement upon your joining with the Company. Kindly note that pursuant to the terms of the said Training Agreement you will be liable to pay us the cost of such training amounting to INR 1 Lac, if you resign before 18 months from joining or in the event of your termination by the Company.

You are required to join us on or before 16 August 2023 . Upon joining and successful completion of your joining formalities, you will be appointed as A3 – Software Trainee.

Your Appointment is subject to your successful completion of graduation and no further carryover of papers in the 7th & 8th Semester.

You are required to execute the Employment and Confidentiality agreement on reporting to work. We will provide you a copy of the executed agreements after we complete all necessary formalities. Please note that you may not alter this letter and the attached documents in any way. Any alteration renders the offer of employment and its attached documents null and void.

You are requested to complete all joining formalities on the 1st day of your joining. You may contact Murali Rajanna from our team for further assistance.

We are excited about the joint opportunities ahead of us and look forward to your valuable contributions. We welcome you to Innox and look forward to your long and fruitful association with us.

Regards,



Training and Placement Cell

For Quinnox Consultancy Services Limited,



Chitta Ranjan Rath
Senior Manager - Recruitment



Training and Placement Cell



Annexure I: Salary Components

Flexi Pay Components	Amount Per Annum (INR)
Reimbursement of Children education fees (maximum INR 100/- per month per child upto 2 children)	2400
Reimbursement of Children Hostel fees (maximum INR 300/- per month per child upto 2 children)	7200
Meal Vouchers	26400
House Rent Allowance (HRA)	Min. 0% of Basic Salary 50% of Basic Salary
Leave Travel Allowance (LTA)	Min. zero per annum Max. 1.5 months Basic Salary
Vehicle Reimbursement (As per IT laws) <u>Fuel Bills</u> a) INR 1800 per month for 4 wheeler engine cc < 1600 b) INR 2400 per month for 4 wheeler engine cc >=1600 c) INR 900 per month for 2 wheelers <u>Driver allowance:</u> INR 900 per month	39600
Reimbursement of Mobile & Internet (maximum INR 1000 /- per month)	12000
National Pension Scheme (NPS)	a) Authorise company to deduct INR 50,000 as self-contribution b) Show up to 10% of Basic Salary as company contribution
Books & Periodicals	6000
Professional Development	120000

Note:

You can opt in / out from the flexi-pay components at beginning of the Financial Year OR at the time of joining. Balance amount of the flexi-pay will be part of Special Allowance. Necessary documentary proofs need to be submitted while claiming the various flexi-pay components. The details are available on the flexi-pay portal.

Training and Placement Cell



Other Salary Components

Group Insurance Premium:

This amount is deducted from your salary towards Group Mediclaim Insurance and covers you and your family up to INR 100000/- p.a. of Hospitalisation expenses. Family coverage will include Self, Spouse and 2 Children. It also covers you under Group Term Life Insurance for INR 500000.

Performance-Linked Variable Incentive (PLVI):

You shall be eligible for an annualized Performance Linked Variable Incentive of INR 0 . Your PLVI is payable based on the PLVI plan as applicable to you and is payable, in May/June of the year following the close of the fiscal year and subject to you being on the payroll of the Company on the date of disbursement of PLVI.

Year End Bonus:

This amount is payable on the completion of 4 consecutive quarters of continuous employment with the company and subject to you being an active employee on the payroll of the company and not serving your notice period on the date of disbursement of bonus.

Provident Fund (PF): PF is computed @12% on Basic Salary.


Training and Placement Cell



Mr. Patel Harsh
Gandhinagar

15-02-2023

SBIL-Gene-11581

Appointment Letter: Senior Associate

Dear PATEL HARSH GHANSHYAMBHAI,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.


Training and Placement Cell



6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,



Gana Elizabeth
Abraham RHR

I, PATEL HARSH GHANSHYAMBHAI, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:



Training and Placement Cell



Salary Sheet	
Name	PATEL HARSH GHANSHYAMBHAI
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	23,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,681	20,169	
Fixed Compensation (A+B)	25,000	300,000	
Performance linked Variable Pay as per Company policy up to		75,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,75,000	

In addition you are eligible for:

1. Mediciam Coverage for spouse and up to two children to a ceiling of Rs 5 lakhs. Dependant parents may be added on a voluntary basis at an additional payout on prorata basis. (In case of Maternity Coverage the claim is covered up to Rs 50,000/-)
2. Group Life Insurance coverage of Rs 20 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, PATEL HARSH GHANSHYAMBHAI declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is

applicable): Hypertension

Pulmonary Disease

Tuberculosis

Cancer

Rheumatic Joint Diseases or symptoms

Asthma

Mental Stress

Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.


Training and Placement Cell

(Signature of the candidate)

Date:

Place:



Ms. GONDALIA JALAK
Gandhinagar

15-02-2023

SBIL-Gene-11580

Appointment Letter: Senior Associate

Dear GONDALIA JALAK BABUBHAI,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.


Training and Placement Cell

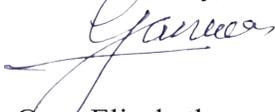
6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,



Gana Elizabeth
Abraham RHR

I, GONDALIA JALAK BABUBHAI, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:



Training and Placement Cell

Salary Sheet	
Name	GONDALIA JALAK BABUBHAI
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	23,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,681	20,169	
Fixed Compensation (A+B)	25,000	300,000	
Performance linked Variable Pay as per Company policy up to		75,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,75,000	

In addition you are eligible for:

1. Mediclaim Coverage for spouse and up to two children to a ceiling of Rs 5 lakhs. Dependant parents may be added on a voluntary basis at an additional payout on prorata basis. (In case of Maternity Coverage the claim is covered up to Rs 50,000/-)
2. Group Life Insurance coverage of Rs 20 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, GONDALIA JALAK BABUBHAI declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is

applicable): Hypertension

Pulmonary Disease

Tuberculosis

Cancer

Rheumatic Joint Diseases or symptoms

Asthma

Mental Stress

Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.


Training and Placement Cell

(Signature of the candidate)

Date:

Place:



Mr. Patel Meet Shantilal
Gandhinagar

15-02-2023

SBIL-Gene-11582

Appointment Letter: Senior Associate

Dear PATEL MEET SHANTILAL,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.


Training and Placement Cell

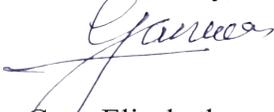
6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,



Gana Elizabeth
Abraham RHR

I, PATEL MEET SHANTILAL, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:



Training and Placement Cell

Salary Sheet	
Name	PATEL MEET SHANTILAL
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	23,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,681	20,169	
Fixed Compensation (A+B)	25,000	300,000	
Performance linked Variable Pay as per Company policy up to		75,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,75,000	

In addition you are eligible for:

1. Mediclaim Coverage for spouse and up to two children to a ceiling of Rs 5 lakhs. Dependant parents may be added on a voluntary basis at an additional payout on prorata basis.
(In case of Maternity Coverage the claim is covered up to Rs 50,000/-)
2. Group Life Insurance coverage of Rs 20 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, PATEL MEET SHANTILAL declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is

applicable): Hypertension

Pulmonary Disease

Tuberculosis

Cancer

Rheumatic Joint Diseases or symptoms

Asthma

Mental Stress

Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.


Training and Placement Cell

(Signature of the candidate)

Date:

Place:



Mr. YASHKUMAR
BHARATBHAI BAROT
Gandhinagar

15-02-2023

SBIL-Gene-11583

Appointment Letter: Senior Associate

Dear YASHKUMAR BHARATBHAI BAROT,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.

Training and Placement Cell



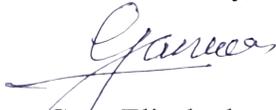
6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,



Gana Elizabeth
Abraham RHR

I, YASHKUMAR BHARATBHAI BAROT, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:



Training and Placement Cell



Salary Sheet	
Name	YASHKUMAR BHARATBHAI BAROT
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	23,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,681	20,169	
Fixed Compensation (A+B)	25,000	300,000	
Performance linked Variable Pay as per Company policy up to		75,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,75,000	

In addition you are eligible for:

1. Mediclaim Coverage for spouse and up to two children to a ceiling of Rs 5 lakhs. Dependant parents may be added on a voluntary basis at an additional payout on prorata basis. (In case of Maternity Coverage the claim is covered up to Rs 50,000/-)
2. Group Life Insurance coverage of Rs 20 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, YASHKUMAR BHARATBHAI BAROT declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is

applicable): Hypertension

Pulmonary Disease

Tuberculosis

Cancer

Rheumatic Joint Diseases or symptoms

Asthma

Mental Stress

Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.


Training and Placement Cell

(Signature of the candidate)

Date:

Place:



Mr. BAGBAN MOHMMED
NOAMAN MOHMMED
ASFAK
Gandhinagar

15-02-2023

SBIL-Gene-11585

Appointment Letter: Senior Associate

Dear BAGBAN MOHMMED NOAMAN MOHMMED ASFAK,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.


Training and Placement Cell

6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,



Gana Elizabeth
Abraham RHR

I, BAGBAN MOHMMED NOAMAN MOHMMED ASFAK, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:



Training and Placement Cell

Salary Sheet	
Name	BAGBAN MOHMMED NOAMAN MOHMMED ASFAK
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	23,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,681	20,169	
Fixed Compensation (A+B)	25,000	300,000	
Performance linked Variable Pay as per Company policy up to		75,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,75,000	

In addition you are eligible for:

1. Mediciam Coverage for spouse and up to two children to a ceiling of Rs 5 lakhs. Dependant parents may be added on a voluntary basis at an additional payout on prorata basis. (In case of Maternity Coverage the claim is covered up to Rs 50,000/-)
2. Group Life Insurance coverage of Rs 20 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.

MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, BAGBAN MOHAMMED NOAMAN MOHAMMED ASFAK declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is

applicable): Hypertension

Pulmonary Disease

Tuberculosis

Cancer

Rheumatic Joint Diseases or symptoms

Asthma

Mental Stress

Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.


Training and Placement Cell

(Signature of the candidate)

Date:

Place:



09-Dec-2022

1924001001
PATEL AYUSH MUKESHBHAI

Patel Ayush Mukeshbhai,

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-December-2022** to indicate your acceptance of this offer.

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

Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell

09-Dec-2022

1924001004
RAJGOR LALITKUMAR RAGHUNATH

Rajgor Lalitkumar Raghunath,

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-December-2022** to indicate your acceptance of this offer.

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

Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell

09-Dec-2022

1924001006
SOLANKI PARTH HASMUKHBHAI

Solanki Parth Hasmukhbhai,

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-December-2022** to indicate your acceptance of this offer.

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

Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell

09-Dec-2022

2025001003
Darji Vivek Shaileshkumar

Darji Vivek Shaileshkumar,

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-December-2022** to indicate your acceptance of this offer.

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

Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell

09-Dec-2022

2025001007
LIMBACHIYA VIPUL RAJESHBHAI

Limbachiya Vipul Rajeshbhai,

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-December-2022** to indicate your acceptance of this offer.

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

Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell

09-Dec-2022

2025001011
JANMEJAY ANILBHAI PATEL

Dear Janmejy Anilbhai Patel,

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-December-2022** to indicate your acceptance of this offer.

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

Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell

09-Dec-2022

2025001014
PATEL VAIBHAV PRAFULBHAI

Patel Vaibhav Prafulbhai,

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)
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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-December-2022** to indicate your acceptance of this offer.

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

Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell

09-Dec-2022

2025001018
MAKWANA KARAN JAGDISHBHAI

Dear Makwana Karan Jagdishbhai,

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)
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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-December-2022** to indicate your acceptance of this offer.

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

Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell

09-Dec-2022

1924001006
SOLANKI PARTH HASMUKHBHAI

Solanki Parth Has Mukhbhai,

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-December-2022** to indicate your acceptance of this offer.

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

Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell

Dear Anuj Hemalbhai Patel,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	Rs 180000
House Rent Allowance	Rs 90000
Leave & Travel Allowance	Rs 72000
Mobile & Fuel Allowance	Rs 9000
Other Allowances	Rs 87400
Provident Fund	Rs 21600
Gross Salary	Rs 460000
Incentives	Rs 80000
CTC *	Rs 540000

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

4.2. Allowances:

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

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

4.3. Other Benefits:

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

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



Training and Placement Cell

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

5. General:

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

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

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

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

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

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

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

7. Your **Date of Joining** shall be **February 1, 2023.**

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

For Home First Finance Company India Ltd.



(Authorized Signatory)

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

Date: _____

(Signature):


Training and Placement Cell

Dear Patel Kromik Ghanshyambhai,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	Rs 180000
House Rent Allowance	Rs 90000
Leave & Travel Allowance	Rs 72000
Mobile & Fuel Allowance	Rs 9000
Other Allowances	Rs 87400
Provident Fund	Rs 21600
Gross Salary	Rs 460000
Incentives	Rs 80000
CTC *	Rs 540000

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

4.2. Allowances:

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

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

4.3. Other Benefits:

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

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



Training and Placement Cell

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

5. General:

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

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

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

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

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

7. Your **Date of Joining** shall be **February 1, 2023.**

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

For Home First Finance Company India Ltd.



(Authorized Signatory)

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

Date: _____

(Signature):


Training and Placement Cell

Dear Shah Divya Nileshbhai,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	Rs 180000
House Rent Allowance	Rs 90000
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Other Allowances	Rs 87400
Provident Fund	Rs 21600
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Incentives	Rs 80000
CTC *	Rs 540000

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

4.2. Allowances:

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

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

4.3. Other Benefits:

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



Training and Placement Cell

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5. General:

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7. Your **Date of Joining** shall be **February 1, 2023.**

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

For Home First Finance Company India Ltd.



(Authorized Signatory)

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

Date: _____

(Signature):


Training and Placement Cell

Dear Padhiyar Parth Vinodbhai,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	Rs 180000
House Rent Allowance	Rs 90000
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Mobile & Fuel Allowance	Rs 9000
Other Allowances	Rs 87400
Provident Fund	Rs 21600
Gross Salary	Rs 460000
Incentives	Rs 80000
CTC *	Rs 540000

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

4.2. Allowances:

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

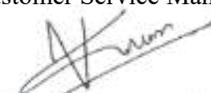
4.2.2. Official travel will be reimbursed subject to the policies of the company governing the same.

4.3. Other Benefits:

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

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




Training and Placement Cell

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

5. General:

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

7. Your **Date of Joining** shall be **February 1, 2023.**

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

For Home First Finance Company India Ltd.



(Authorized Signatory)

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

Date: _____

(Signature):


Training and Placement Cell

Dear Patel Ayushkumar Prakashbhai,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	Rs 180000
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Provident Fund	Rs 21600
Gross Salary	Rs 460000
Incentives	Rs 80000
CTC *	Rs 540000

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

4.2. Allowances:

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

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

4.3. Other Benefits:

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Training and Placement Cell

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5. General:

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7. Your **Date of Joining** shall be **February 1, 2023.**

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

For Home First Finance Company India Ltd.



(Authorized Signatory)

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

Date: _____

(Signature):


Training and Placement Cell

Dear Ravat Rahul Vinodbhai,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	Rs 180000
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Provident Fund	Rs 21600
Gross Salary	Rs 460000
Incentives	Rs 80000
CTC *	Rs 540000

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4.2. Allowances:

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5. General:

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7. Your **Date of Joining** shall be **February 1, 2023.**

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

For Home First Finance Company India Ltd.



(Authorized Signatory)

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

Date: _____

(Signature):


Training and Placement Cell

APPOINTMENT LETTER

To,
Dear Jashnpreet Singh,

Dated: 19.8.2022

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

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

02. Compensation:Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

04. PROBATION / CONFIRMATION:

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

05. ON REACHING THE AGE OF SUPERANNUATION:

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




Training and Placement Cell

06. SEVERANCE OF EMPLOYEMENT:

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

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

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

07. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

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

08. DUTIES AND OBLIGATIONS:

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

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

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



Please submit the following documents, if not submitted earlier.

1. Certificates in support of your educational and professional qualifications, experience, date of birth and other testimonials.
2. Three copies of your recent passport size photographs with light blue background.
3. Relieving/ Experience letter from your last employer in case you are/were employed.
4. Copy of PAN Card.
5. Address Proof.
6. Medical Fitness Certificate

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

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

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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Training and Placement Cell

APPOINTMENT LETTER

To,
Dear Shivam Kumar Velly,

Dated: 19.8.2022

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

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

02. Compensation: Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

04. PROBATION / CONFIRMATION:

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

05. ON REACHING THE AGE OF SUPERANNUATION:

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




Training and Placement Cell

06. SEVERANCE OF EMPLOYEMENT:

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

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

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

07. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

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

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Training and Placement Cell

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

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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Training and Placement Cell

APPOINTMENT LETTER

To,
Dear Patel Dhruv Harikrishna bhai,

Dated: 19.8.2022

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

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

02. Compensation: Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

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

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Training and Placement Cell

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

- a. Any act of misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- b. In case particulars mentioned in your application or unsubstantiated discussions or papers submitted by you to the College are found false or any certificates/testimonials or documentary evidences submitted by you are found to be false or incorrect and/ or that you have suppressed and/or withheld any information.
- c. In case you have undertaken any direct/ indirect - full time or part time business or work for honorarium or remuneration, without prior written permission of the College
- d. If you have participated in an Election of any kind without obtaining prior written permission from the College.
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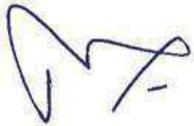
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Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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Training and Placement Cell

APPOINTMENT LETTER

To,
Dear Patel Parth Jitendrbhai,

Dated: 19.08.2022

We are pleased to share you the position of **Business Analyst** as per the following terms of employment:

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

02. Compensation: Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

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Training and Placement Cell



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

- a. Any act of misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- b. In case particulars mentioned in your application or unsubstantiated discussions or papers submitted by you to the College are found false or any certificates/testimonials or documentary evidences submitted by you are found to be false or incorrect and/ or that you have suppressed and/or withheld any information.
- c. In case you have undertaken any direct/ indirect - full time or part time business or work for honorarium or remuneration, without prior written permission of the College
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Training and Placement Cell



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Training and Placement Cell



APPOINTMENT LETTER

To,
Dear Hirpara Jayraj Arvindbhai

Dated: 19.8.2022

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

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

02. Compensation:Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

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Please submit the following documents, if not submitted earlier.

1. Certificates in support of your educational and professional qualifications, experience, date of birth and other testimonials.
2. Three copies of your recent passport size photographs with light blue background.
3. Relieving/ Experience letter from your last employer in case you are/were employed.
4. Copy of PAN Card.
5. Address Proof.
6. Medical Fitness Certificate

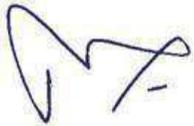
In case the above terms and conditions are acceptable to you, please sign a duplicate copy of this letter as a token of acceptance and submit the same to the undersigned for further processing.

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

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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

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




Training and Placement Cell

APPOINTMENT LETTER

To,
Dear Patel Parth Kamleshbhai,

Dated: 19.8.2022

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

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

02. Compensation: Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

04. PROBATION / CONFIRMATION:

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

05. ON REACHING THE AGE OF SUPERANNUATION:

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




Training and Placement Cell

06. SEVERANCE OF EMPLOYEMENT:

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

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

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

07. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

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

08. DUTIES AND OBLIGATIONS:

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

- f. You will be directly reporting to Director/ Head of Department of the College and will be responsible for any assignment such as teaching, research, institution building, hostel supervision, personality development, placement activities, entrepreneurship programs, institute publication, academic administration, etc. as given by the HOD from time to time.
- g. Keeping in view the academic ethics and the future of the students, you are expected not to leave or resign from your services in the mid of any session.
- h. In addition to feedback and appraisal, your performance will be evaluated on the basis of set targets.
- i. You will be present in the College at allotted work place during the working hours. You may also be required to devote time during the off hours/Sundays/Holidays etc. for curricular/co-curricular/extra-curricular work for which no additional compensation will be admissible
- j. The College expects you to work with a high standard of ethical practices, initiative and efficiencies, during your employment. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the College and those in authority over you.
- k. You agree to follow & comply with all the internal regulations, guidelines and policies of the College. You also accept the obligation to be in full compliance of all statutory laws & regulations for & on behalf of the College as may be so expected or desired including the Cyber, IPR & other laws so as not to in any manner prejudice the rights and interests of the College.
- l. You will not, unless specifically authorized by your superior officer in writing, give any interview in any newspaper, magazine or write to press or media (print or electronic).

09. GENERAL:

- a. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- b. You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent by us to you, on your last recorded address / address as indicated above, shall be deemed to have been served upon you.
- c. The present designation is subject to change depending upon work assignment from time to time.




Training and Placement Cell

Please submit the following documents, if not submitted earlier.

1. Certificates in support of your educational and professional qualifications, experience, date of birth and other testimonials.
2. Three copies of your recent passport size photographs with light blue background.
3. Relieving/ Experience letter from your last employer in case you are/were employed.
4. Copy of PAN Card.
5. Address Proof.
6. Medical Fitness Certificate

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

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

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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




Training and Placement Cell

APPOINTMENT LETTER

To,
Dear Patel Deepkumar Janakbhai,

Dated: 19.8.2022

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

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

02. Compensation: Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

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

05. ON REACHING THE AGE OF SUPERANNUATION:

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



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

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

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

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- g. Keeping in view the academic ethics and the future of the students, you are expected not to leave or resign from your services in the mid of any session.
- h. In addition to feedback and appraisal, your performance will be evaluated on the basis of set targets.
- i. You will be present in the College at allotted work place during the working hours. You may also be required to devote time during the off hours/Sundays/Holidays etc. for curricular/co-curricular/extra-curricular work for which no additional compensation will be admissible
- j. The College expects you to work with a high standard of ethical practices, initiative and efficiencies, during your employment. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the College and those in authority over you.
- k. You agree to follow & comply with all the internal regulations, guidelines and policies of the College. You also accept the obligation to be in full compliance of all statutory laws & regulations for & on behalf of the College as may be so expected or desired including the Cyber, IPR & other laws so as not to in any manner prejudice the rights and interests of the College.
- l. You will not, unless specifically authorized by your superior officer in writing, give any interview in any newspaper, magazine or write to press or media (print or electronic).

09. GENERAL:

- a. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- b. You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent by us to you, on your last recorded address / address as indicated above, shall be deemed to have been served upon you.
- c. The present designation is subject to change depending upon work assignment from time to time.




Training and Placement Cell

Please submit the following documents, if not submitted earlier.

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4. Copy of PAN Card.
5. Address Proof.
6. Medical Fitness Certificate

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

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

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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

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Training and Placement Cell



ECO GREEN FUELS

APPOINTMENT LETTER

Dear Patel Shubham

Date: 22nd May 2023

Congratulations and Welcome Aboard!

Eco Green Fuels Pvt Ltd is pleased to appoint you as a Process Engineer - Trainee. Taking charge of your position with effect from 19th August 2023.

Details of the terms of your offer are as under:

1. You will be designated as " Process Engineer - Trainee" at our Manufacturing Plant at Tumakur.
2. Your Date of commencement of Employment will be starting 19th August 2023 onwards.
3. You will be under probationary period for six months from the date of joining.
4. You will be entitled to receive INR 20,000/- as a net payment per month and will be given basic accommodation facility. You will not be eligible for any other benefits of the company during the probation period.
5. You will not be entitled to avail any leaves during probationary period, any emergency or health related issues, you are required to seek permission from your reporting manager through formal email.
6. You will receive your appointment letter with Salary Structure after you complete your probationary period.
7. Please note that we may terminate your services without any prior notice at any point in time, in case you exhibit poor performance or behaviour during probationary period.
8. Please note, you will not be entitled for receiving any payment in case we terminate your employment any point in time during probationary period.

I personally extend you a warm welcome on behalf of my team at Eco Green Fuels Pvt. Ltd (one of the fastest growing biodiesel company in India) and wish you a meaningful and an enriched experience to earn and to share at our organisation.

With my very warm regards/-

Julesh Bantia

Founder & CEO

Eco Green Fuels Pvt. Ltd.

Cell.: +91 9886082899


Training and Placement Cell

Registered Office: E4, 9B, KIADB Road, 2nd Phase, Peenya Industrial Area, Bangalore 560058 INDIA
E: bantia@ecogreenfuels.in W: www.ecogreenfuels.in





ECO GREEN FUELS

APPOINTMENT LETTER

Dear Patel Urvakumar

Date: 22nd May 2023

Congratulations and Welcome Aboard!

Eco Green Fuels Pvt Ltd is pleased to appoint you as a Process Engineer - Trainee. Taking charge of your position with effect from 19th August 2023.

Details of the terms of your offer are as under:

1. You will be designated as " Process Engineer - Trainee" at our Manufacturing Plant at Tumakur.
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7. Please note that we may terminate your services without any prior notice at any point in time, in case you exhibit poor performance or behaviour during probationary period.
8. Please note, you will not be entitled for receiving any payment in case we terminate your employment any point in time during probationary period.

I personally extend you a warm welcome on behalf of my team at Eco Green Fuels Pvt. Ltd (one of the fastest growing biodiesel company in India) and wish you a meaningful and an enriched experience to earn and to share at our organisation.

With my very warm regards/-

Julash Bantia

Founder & CEO

Eco Green Fuels Pvt. Ltd.

Cell.: +91 9886082899


Training and Placement Cell

Registered Office: E4, 9B, KIADB Road, 2nd Phase, Peenya Industrial Area, Bangalore 560058 INDIA
E: bantia@ecogreenfuels.in W: www.ecogreenfuels.in





ECO GREEN FUELS

APPOINTMENT LETTER

Dear Shah Mit

Date: 22nd May 2023

Congratulations and Welcome Aboard!

Eco Green Fuels Pvt Ltd is pleased to appoint you as a Process Engineer - Trainee. Taking charge of your position with effect from 19th August 2023.

Details of the terms of your offer are as under:

1. You will be designated as " Process Engineer - Trainee" at our Manufacturing Plant at Tumakur.
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8. Please note, you will not be entitled for receiving any payment in case we terminate your employment any point in time during probationary period.

I personally extend you a warm welcome on behalf of my team at Eco Green Fuels Pvt. Ltd (one of the fastest growing biodiesel company in India) and wish you a meaningful and an enriched experience to earn and to share at our organisation.

With my very warm regards/-
Julesh Bantia

Founder & CEO

Eco Green Fuels Pvt. Ltd.

Cell.: +91 9886082899


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E: bantia@ecogreenfuels.in W: www.ecogreenfuels.in





ECO GREEN FUELS

APPOINTMENT LETTER

Dear Mahida Krunal

Date: 22nd May 2023

Congratulations and Welcome Aboard!

Eco Green Fuels Pvt Ltd is pleased to appoint you as a Process Engineer - Trainee. Taking charge of your position with effect from 19th August 2023.

Details of the terms of your offer are as under:

1. You will be designated as " Process Engineer - Trainee" at our Manufacturing Plant at Tumakur.
2. Your Date of commencement of Employment will be starting 19th August 2023 onwards.
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6. You will receive your appointment letter with Salary Structure after you complete your probationary period.
7. Please note that we may terminate your services without any prior notice at any point in time, in case you exhibit poor performance or behaviour during probationary period.
8. Please note, you will not be entitled for receiving any payment in case we terminate your employment any point in time during probationary period.

I personally extend you a warm welcome on behalf of my team at Eco Green Fuels Pvt. Ltd (one of the fastest growing biodiesel company in India) and wish you a meaningful and an enriched experience to earn and to share at our organisation.

With my very warm regards/-

Julesh Bantia

Founder & CEO

Eco Green Fuels Pvt. Ltd.

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E: bantia@ecogreenfuels.in W: www.ecogreenfuels.in





ECO GREEN FUELS

APPOINTMENT LETTER

Dear Gohil Karankumar Arjunbhai,

Date: 22nd May 2023

Congratulations and Welcome Aboard!

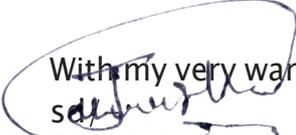
Eco Green Fuels Pvt Ltd is pleased to appoint you as a Process Engineer – Trainee. Taking charge of your position with effect from 19th August 2023.

Details of the terms of your offer are as under:

1. You will be designated as “ Process Engineer – Trainee” at our Manufacturing Plant at Tumakur.
2. Your Date of commencement of Employment will be starting 19th August 2023 onwards.
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8. Please note, you will not be entitled for receiving any payment in case we terminate your employment any point in time during probationary period.

I personally extend you a warm welcome on behalf of my team at Eco Green Fuels Pvt. Ltd (one of the fastest growing biodiesel company in India) and wish you a meaningful and an enriched experience to earn and to share at our organisation.

With my very warm regards


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Julesh Bantia

Founder & CEO

Eco Green Fuels Pvt. Ltd.

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ECO GREEN FUELS

APPOINTMENT LETTER

Dear Patel Jaimin Kumar Jagannath,

Date: 22nd May 2023

Congratulations and Welcome Aboard!

Eco Green Fuels Pvt Ltd is pleased to appoint you as a Process Engineer – Trainee. Taking charge of your position with effect from 19th August 2023.

Details of the terms of your offer are as under:

1. You will be designated as “ Process Engineer – Trainee” at our Manufacturing Plant at Tumakur.
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With my very warm regards


Julesh Bantia

Founder & CEO

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CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

15th-Dec-2022

Shah Aman Hatish

Dear Shah Aman Hatish,

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 after 6th August 2023.

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 2022.

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





CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

15th-Dec-2022

Narayan Shri Savlaram

Dear Narayan Shri Savlaram,

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





CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

15th-Dec-2022

Manthan Rajeshbhai Mehta

Dear Manthan Rajeshbhai Mehta,

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 after 6th August 2023.

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Sincerely,

(Sign here for letters sent by mail)

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HR Manager

Training and Placement Cell

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





CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

15th-Dec-2022

Deepak Ramyug Sharma

Dear Deepak Ramyug Sharma,

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 after 6th August 2023.

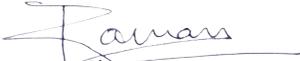
In this position, CHIBBER CONSTRUCTIONS is offering to start you at a pay 3.6 LPA. You will be paid on a Monthly basis.

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 2022.

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





CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

15th-Dec-2022

Vasani Raj Valjibhai

Dear Vasani Raj Valjibhai,

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 after 6th August 2023.

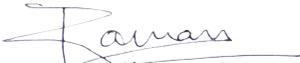
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Please indicate your agreement with these terms and accept this offer by signing and dating this Agreement on or before 21st Dec 2022.

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





Hi-Bond Infra
Rajkot-360002(Gujarat)
Email: hibondinfra@yahoo.com

Date: 12th January 23.

To,
Sahil Mahur Pravendrasingh

Subject: Appointment Letter

We are pleased to offer you the position of **Construction Supervisor** with Hi-Bond Infra, effective from **20th June 23**, After careful consideration of your qualifications and experience, we are confident that you will be a valuable asset to our team.

1. Position and Duties

Your role as Construction Supervisor involves overseeing and coordinating construction activities at our project sites. You will be responsible for managing on-site labor, ensuring quality standards, safety compliance, timely completion of tasks, and maintaining effective communication with engineers, project managers, and other stakeholders. A detailed job description is attached for your reference.

2. Reporting

You will report to the **Project Manager** or any other person as directed by the company.

3. Salary and Benefits

You will be entitled to a monthly salary of Rs **22000/-** which will be subject to applicable taxes. In addition, you will receive the following benefits:

- Health and medical insurance
- Paid leave as per company policy
- Other benefits as outlined in our employee handbook

4. Working Hours

Your standard working hours will be from 9:00 am to 6:00 pm, Monday to Friday, with the understanding that flexibility may be required based on project demands.

Hi-Bond Infra Pvt.Ltd.

Reged Office: 101, Gururaksha Complex. Virani Chowk, Tagore Marg. Rajkot-360002(Gujarat)
Tel.:+91-2812463119 | Cell.+91982509199 | Website: www.hibondinfra.com | Email: hibondinfra@yahoo.com


Training and Placement Cell



5. Probationary Period

Your appointment will be subject to a probationary period of Four months, during which your performance will be assessed. Upon successful completion, you will become a permanent employee of the company.

6. Termination

Either party may terminate this agreement by providing **15 days** notice in writing. The company reserves the right to terminate your employment without notice in cases of gross misconduct or breach of contract.

7. Confidentiality

You are required to maintain the confidentiality of any information related to the company, its projects, clients, or employees during and after your employment.

We look forward to your positive contribution to our company. Please sign and return a copy of this letter as a token of your acceptance.

If you have any questions or need further information, please feel free to contact me.
Welcome to Hi-Bond Infra!

Sincerely,


Motendra Patel


Training and Placement Cell

Hi-Bond Infra Pvt.Ltd.

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Hi-Bond Infra
Rajkot-360002(Gujarat)
Email: hibondinfra@yahoo.com

Date: 12th January 23.

To,
Patel Nihal Hareshbhai

Subject: Appointment Letter

We are pleased to offer you the position of **Construction Supervisor** with Hi-Bond Infra, effective from **20th June 23**, After careful consideration of your qualifications and experience, we are confident that you will be a valuable asset to our team.

1. Position and Duties

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We look forward to your positive contribution to our company. Please sign and return a copy of this letter as a token of your acceptance.

If you have any questions or need further information, please feel free to contact me.
Welcome to Hi-Bond Infra!

Sincerely,



Motendra Patel



Training and Placement Cell

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Hi-Bond Infra
Rajkot-360002(Gujarat)
Email: hibondinfra@yahoo.com

Date: 12th January 23.

To,
Patel Smit Upeshbhai

Subject: Appointment Letter

We are pleased to offer you the position of **Construction Supervisor** with Hi-Bond Infra, effective from **20th June 23**, After careful consideration of your qualifications and experience, we are confident that you will be a valuable asset to our team.

1. Position and Duties

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We look forward to your positive contribution to our company. Please sign and return a copy of this letter as a token of your acceptance.

If you have any questions or need further information, please feel free to contact me.
Welcome to Hi-Bond Infra!

Sincerely,


Motendra Patel


Training and Placement Cell

Hi-Bond Infra Pvt.Ltd.

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Hi-Bond Infra
Rajkot-360002(Gujarat)
Email: hibondinfra@yahoo.com

Date: 12th January 23.

To,
Rathod Ankit Hasmukhbhai

Subject: Appointment Letter

We are pleased to offer you the position of **Construction Supervisor** with Hi-Bond Infra, effective from **20th June 23**, After careful consideration of your qualifications and experience, we are confident that you will be a valuable asset to our team.

1. Position and Duties

Your role as Construction Supervisor involves overseeing and coordinating construction activities at our project sites. You will be responsible for managing on-site labor, ensuring quality standards, safety compliance, timely completion of tasks, and maintaining effective communication with engineers, project managers, and other stakeholders. A detailed job description is attached for your reference.

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We look forward to your positive contribution to our company. Please sign and return a copy of this letter as a token of your acceptance.

If you have any questions or need further information, please feel free to contact me.
Welcome to Hi-Bond Infra!

Sincerely,



Motendra Patel



Training and Placement Cell

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Hi-Bond Infra
Rajkot-360002(Gujarat)
Email: hibondinfra@yahoo.com

Date: 12th January 23.

To,
Kevadiya Harsh Kishorbhai

Subject: Appointment Letter

We are pleased to offer you the position of **Construction Supervisor** with Hi-Bond Infra, effective from **20th June 23**, After careful consideration of your qualifications and experience, we are confident that you will be a valuable asset to our team.

1. Position and Duties

Your role as Construction Supervisor involves overseeing and coordinating construction activities at our project sites. You will be responsible for managing on-site labor, ensuring quality standards, safety compliance, timely completion of tasks, and maintaining effective communication with engineers, project managers, and other stakeholders. A detailed job description is attached for your reference.

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You will report to the **Project Manager** or any other person as directed by the company.

3. Salary and Benefits

You will be entitled to a monthly salary of Rs **22000/-** which will be subject to applicable taxes. In addition, you will receive the following benefits:

- Health and medical insurance
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4. Working Hours

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5. Probationary Period

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We look forward to your positive contribution to our company. Please sign and return a copy of this letter as a token of your acceptance.

If you have any questions or need further information, please feel free to contact me.
Welcome to Hi-Bond Infra!

Sincerely,


Motendra Patel


Training and Placement Cell

Hi-Bond Infra Pvt.Ltd.

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Tel.:+91-2812463119 | Cell.+91982509199| Website. www.hibondinfra.com | Email: hibondinfra@yahoo.com



Dear Gadhvi Dixit Ashokdanji,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	Rs 180000
House Rent Allowance	Rs 90000
Leave & Travel Allowance	Rs 72000
Mobile & Fuel Allowance	Rs 9000
Other Allowances	Rs 87400
Provident Fund	Rs 21600
Gross Salary	Rs 460000
Incentives	Rs 80000
CTC *	Rs 540000

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

4.2. Allowances:

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

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

4.3. Other Benefits:

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

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



Training and Placement Cell

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

5. General:

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

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

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

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

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

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

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

7. Your **Date of Joining** shall be **February 1, 2023.**

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

For Home First Finance Company India Ltd.



(Authorized Signatory)

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

Date: _____

(Signature):


Training and Placement Cell

Dear Azad Mishra,

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

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

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

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

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4.1. Salary: As per the structure mentioned below:

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



Training and Placement Cell

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

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

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

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

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

7. Your **Date of Joining** shall be **February 1, 2023.**

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

For Home First Finance Company India Ltd.



(Authorized Signatory)

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

Date: _____

(Signature):


Training and Placement Cell



VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2022

Name of the Candidate: Sindhav Jayveersinh Baldevsinh
College: Swarnim Startup & Innovation University
Location: Gandhinagar-Gujrat
Subject: Appointment Letter for the post of Site Engineer-Civil

Dear Sindhav Jayveersinh Baldevsinh,

With reference to your application and the interview you had with us on 21-November-2022, we are pleased to offer you an assignment in our organization as "Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC) +Incentives.

You shall report for duty on 10th-January-2023.

Kindly submit the following at the time of joining:

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

You shall submit to us the above mentioned documents on Joining date on 10th-January-2023 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our AO of employment stand cancelled.

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

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

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

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


Training and Placement Cell

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



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

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

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

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

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

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

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

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

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

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

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

Yours Faithfully,

Jasmeet Sharma

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



[Signature]
Training and Placement Cell





VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2022

Name of the Candidate: Shivamkumar Rajbahadur Yadav
College: Swarnim Startup & Innovation University
Location: Gandhinagar-Gujrat
Subject: Appointment Letter for the post of Site Engineer-Civil

Dear Shivamkumar Rajbahadur Yadav,

With reference to your application and the interview you had with us on 21-November-2022, we are pleased to offer you an assignment in our organization as "Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC) +Incentives.

You shall report for duty on 10th-January-2023.

Kindly submit the following at the time of joining:

- Recent Passport size photo- 4
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Place/Transfer: Your present place of work will be at our office Punjab (Moga), but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

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

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

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


Training and Placement Cell

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



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

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

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

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

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

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

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

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

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

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

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

Yours Faithfully,

Jasmeet Sharma

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



Arjun
Training and Placement Cell





VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2022

Name of the Candidate: Prajapati Vishweshbhai Chandravadan
College: Swarnim Startup & Innovation University
Location: Gandhinagar-Gujrat
Subject: Appointment Letter for the post of Site Engineer-Civil

Dear Prajapati Vishweshbhai Chandravadan,

With reference to your application and the interview you had with us on 21-November-2022, we are pleased to offer you an assignment in our organization as "Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives.

You shall report for duty on 10th-January-2023.

Kindly submit the following at the time of joining:

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

You shall submit to us the above mentioned documents on Joining date on 10th-January-2023 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our AO of employment stand cancelled.

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

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

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

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


Training and Placement Cell

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



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

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

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

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

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

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

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

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

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

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

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

Yours Faithfully,



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




Training and Placement Cell





VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2022

Name of the Candidate: Zala Jaspalsinh Pradhumsinh
College: Swarnim Startup & Innovation University
Location: Gandhinagar-Gujrat
Subject: Appointment Letter for the post of Site Engineer-Civil

Dear Zala Jaspalsinh Pradhumsinh,

With reference to your application and the interview you had with us on 21-November-2022, we are pleased to offer you an assignment in our organization as "Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives.

You shall report for duty on 10th-January-2023.

Kindly submit the following at the time of joining:

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

You shall submit to us the above mentioned documents on Joining date on 10th-January-2023 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our AO of employment stand cancelled.

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

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

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

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

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

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

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

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

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

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

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

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

Yours Faithfully,

Jasmeet Sharma

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



[Signature]
Training and Placement Cell



Dear Patel Arya Sumantbhai,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	Rs 180000
House Rent Allowance	Rs 90000
Leave & Travel Allowance	Rs 72000
Mobile & Fuel Allowance	Rs 9000
Other Allowances	Rs 87400
Provident Fund	Rs 21600
Gross Salary	Rs 460000
Incentives	Rs 80000
CTC *	Rs 540000

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

4.2. Allowances:

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

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

4.3. Other Benefits:

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

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



Training and Placement Cell

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

5. General:

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

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

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

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

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

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

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

7. Your **Date of Joining** shall be **February 1, 2023.**

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

For Home First Finance Company India Ltd.



(Authorized Signatory)

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

Date: _____

(Signature):


Training and Placement Cell

Dear Panchal Jay Kiritkumar,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	Rs 180000
House Rent Allowance	Rs 90000
Leave & Travel Allowance	Rs 72000
Mobile & Fuel Allowance	Rs 9000
Other Allowances	Rs 87400
Provident Fund	Rs 21600
Gross Salary	Rs 460000
Incentives	Rs 80000
CTC *	Rs 540000

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

4.2. Allowances:

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

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

4.3. Other Benefits:

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

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



Training and Placement Cell

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

5. General:

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

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

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

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

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

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

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

7. Your **Date of Joining** shall be **February 1, 2023.**

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

For Home First Finance Company India Ltd.



(Authorized Signatory)

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

Date: _____

(Signature):



Training and Placement Cell



Appointment Letter

Name: Devalpalli Raghuveer Agrajbhai
Swarnim Startup & Innovation University

Dear

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 26.04.2023**

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.

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

EMPLOYMENT AGREEMENT

COMPENSATION STRUCTURE:

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be **Rs. 2,50,000/-** and its composition will be as follows:

Head	Annual	Monthly
Basic Salary	1,25,000.0	10,416.67
House Rent Allowance (HRA)	50,000.0	4,166.67
Stat Bonus	10,412.5	867.71
Medical	7,570.83	630.9
Telephone	12,000.0	1,000.0
Leave Travel Allowance (LTA)	10,416.67	868.06
Gross Earning	2,15,400.0	17,950.0
PF Employer Contribution	21,600.0	1,800.0
PF Employee Contribution	21,600.0	1,800.0
ESIC Employer	7,000.0	583.33
ESIC Employee	3,769.5	314.13
Gratuity	6,000.0	500.0
Net Take Home (Varies depending on Taxes)	1,83,861.0	15,635.88
CTC	2,50,000.0	20,833.33

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 7th Working day of every month. However, if the 7th falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.


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





TIME SHEETS:

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

Joules to Watts Business Solutions Pvt. Ltd
SJR I Park, Tower 4 Ground floor, Opposite to Satya Sai Hospital
EPIP Zone, Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

STATUTORY BENEFITS:

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

BACKGROUND CHECK:

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

LEAVE:

You would be entitled to get maximum of 24 days of leaves per year. (pro rata bases)

HOLIDAYS:

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

DOCUMENTATION:

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

INDEMNITY:

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

REVIEW PERIOD:

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

ASSIGNMENT:

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.


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



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.


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www.joulestowatts.com

CIN : U74900KA2014PTC076748



TERMINATION BY EMPLOYEE:

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 inlieu of notice and ask you to serve the entire or part of the notice period.

MORAL CONDUCT:

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

ALTERNATIVE EMPLOYMENT:

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

COMPANY PROPERTIES IN YOUR POSSESSION:

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

CHANGE OF ADDRESS:

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

CODE OF CONDUCT:

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

PLACE OF EMPLOYMENT AND TRANSFER:

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.


Training and Placement Cell

JoulesWatts Business Solutions Private Limited

3rd Floor, Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103

www.joulestowatts.com

CIN : U74900KA2014PTC076748





PROBATION:

The Employee shall be on probation for a period of three (3) months from the date of joining. The Company shall be entitled to forthwith terminate the services of the Employee and this Agreement at any time during the probation period. The Company may in its sole discretion extend the Employee's probation period based on the Employee's performance, conduct and/or other factors as the company may deem fit. The Employee's probation period shall not be considered to be completed, unless the Employee's services are confirmed by the Company in writing by a Letter of Confirmation. Employee is not entitled for leaves during the probation period and leaves taken during probation will be considered as Loss of Pay.

DECLARATION:

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

Signature:

26.04.2023




Training and Placement Cell

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CIN : U74900KA2014PTC076748



Appointment Letter

Name: Thakor Atul Dashrathji,
Swarnim Startup & Innovation University

Dear Thakor Atul Dashrathji

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 26.04.2023**

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.

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

EMPLOYMENT AGREEMENT

COMPENSATION STRUCTURE:

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be **Rs. 2,50,000/-** and its composition will be as follows:

Head	Annual	Monthly
Basic Salary	1,25,000.0	10,416.67
House Rent Allowance (HRA)	50,000.0	4,166.67
Stat Bonus	10,412.5	867.71
Medical	7,570.83	630.9
Telephone	12,000.0	1,000.0
Leave Travel Allowance (LTA)	10,416.67	868.06
Gross Earning	2,15,400.0	17,950.0
PF Employer Contribution	21,600.0	1,800.0
PF Employee Contribution	21,600.0	1,800.0
ESIC Employer	7,000.0	583.33
ESIC Employee	3,769.5	314.13
Gratuity	6,000.0	500.0
Net Take Home (Varies depending on Taxes)	1,83,861.0	15,635.88
CTC	2,50,000.0	20,833.33

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 7th Working day of every month. However, if the 7th falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.


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CIN : U74900KA2014PTC076748



TIME SHEETS:

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

Joules to Watts Business Solutions Pvt. Ltd
SJR I Park, Tower 4 Ground floor, Opposite to Satya Sai Hospital
EPIP Zone, Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

STATUTORY BENEFITS:

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

BACKGROUND CHECK:

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

LEAVE:

You would be entitled to get maximum of 24 days of leaves per year. (pro rata bases)

HOLIDAYS:

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

DOCUMENTATION:

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

INDEMNITY:

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

REVIEW PERIOD:

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

ASSIGNMENT:

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.


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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.


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MORAL CONDUCT:

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

ALTERNATIVE EMPLOYMENT:

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

COMPANY PROPERTIES IN YOUR POSSESSION:

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

CHANGE OF ADDRESS:

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

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PLACE OF EMPLOYMENT AND TRANSFER:

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.


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DECLARATION:

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

Signature:

26.04.2023




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CIN : U74900KA2014PTC076748



Appointment Letter

Name: Thakor Karankumar Manaji,
Swarnim Startup & Innovation University

Dear Thakor Karankumar Manaji

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 26.04.2023**

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.

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



EMPLOYMENT AGREEMENT

COMPENSATION STRUCTURE:

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be **Rs. 2,50,000/-** and its composition will be as follows:

Head	Annual	Monthly
Basic Salary	1,25,000.0	10,416.67
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CTC	2,50,000.0	20,833.33

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 7th Working day of every month. However, if the 7th falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.



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TIME SHEETS:

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

Joules to Watts Business Solutions Pvt. Ltd
SJR I Park, Tower 4 Ground floor, Opposite to Satya Sai Hospital
EPIP Zone, Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

STATUTORY BENEFITS:

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

BACKGROUND CHECK:

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

LEAVE:

You would be entitled to get maximum of 24 days of leaves per year. (pro rata bases)

HOLIDAYS:

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

DOCUMENTATION:

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

INDEMNITY:

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

REVIEW PERIOD:

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

ASSIGNMENT:

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.


Training and Placement Cell

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.


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You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

ALTERNATIVE EMPLOYMENT:

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

COMPANY PROPERTIES IN YOUR POSSESSION:

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

CHANGE OF ADDRESS:

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

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During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

PLACE OF EMPLOYMENT AND TRANSFER:

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.


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The Employee shall be on probation for a period of three (3) months from the date of joining. The Company shall be entitled to forthwith terminate the services of the Employee and this Agreement at any time during the probation period. The Company may in its sole discretion extend the Employee's probation period based on the Employee's performance, conduct and/or other factors as the company may deem fit. The Employee's probation period shall not be considered to be completed, unless the Employee's services are confirmed by the Company in writing by a Letter of Confirmation. Employee is not entitled for leaves during the probation period and leaves taken during probation will be considered as Loss of Pay.

DECLARATION:

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Signature:

26.04.2023




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CIN : U74900KA2014PTC076748



Appointment Letter

Name: Patel Kishan Bharatbhai,
Swarnim Startup & Innovation University

Dear Patel Kishan Bharatbhai

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 26.04.2023**

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.

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

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EMPLOYMENT AGREEMENT

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Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be **Rs. 2,50,000/-** and its composition will be as follows:

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CTC	2,50,000.0	20,833.33

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 7th Working day of every month. However, if the 7th falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.


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





TIME SHEETS:

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

Joules to Watts Business Solutions Pvt. Ltd
SJR I Park, Tower 4 Ground floor, Opposite to Satya Sai Hospital
EPIP Zone, Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

STATUTORY BENEFITS:

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

BACKGROUND CHECK:

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

LEAVE:

You would be entitled to get maximum of 24 days of leaves per year. (pro rata bases)

HOLIDAYS:

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

DOCUMENTATION:

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

INDEMNITY:

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

REVIEW PERIOD:

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

ASSIGNMENT:

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.


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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

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CIN : U74900KA2014PTC076748



TERMINATION BY EMPLOYEE:

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 inlieu of notice and ask you to serve the entire or part of the notice period.

MORAL CONDUCT:

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

ALTERNATIVE EMPLOYMENT:

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

COMPANY PROPERTIES IN YOUR POSSESSION:

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

CHANGE OF ADDRESS:

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

CODE OF CONDUCT:

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

PLACE OF EMPLOYMENT AND TRANSFER:

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.


Training and Placement Cell

Joulesto**Watts Business Solutions Private Limited**

3rd Floor, Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103

www.joulestowatts.com

CIN : U74900KA2014PTC076748





PROBATION:

The Employee shall be on probation for a period of three (3) months from the date of joining. The Company shall be entitled to forthwith terminate the services of the Employee and this Agreement at any time during the probation period. The Company may in its sole discretion extend the Employee's probation period based on the Employee's performance, conduct and/or other factors as the company may deem fit. The Employee's probation period shall not be considered to be completed, unless the Employee's services are confirmed by the Company in writing by a Letter of Confirmation. Employee is not entitled for leaves during the probation period and leaves taken during probation will be considered as Loss of Pay.

DECLARATION:

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

Signature:

26.04.2023




Training and Placement Cell

Joules to Watts Business Solutions Private Limited

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www.joulestowatts.com

CIN : U74900KA2014PTC076748



Appointment Letter

Name: Pathan Umarghan Sharifkhan,
Swarnim Startup & Innovation University

Dear Pathan Umarghan Sharifkhan

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 26.04.2023**

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.

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

EMPLOYMENT AGREEMENT

COMPENSATION STRUCTURE:

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be **Rs. 2,50,000/-** and its composition will be as follows:

Head	Annual	Monthly
Basic Salary	1,25,000.0	10,416.67
House Rent Allowance (HRA)	50,000.0	4,166.67
Stat Bonus	10,412.5	867.71
Medical	7,570.83	630.9
Telephone	12,000.0	1,000.0
Leave Travel Allowance (LTA)	10,416.67	868.06
Gross Earning	2,15,400.0	17,950.0
PF Employer Contribution	21,600.0	1,800.0
PF Employee Contribution	21,600.0	1,800.0
ESIC Employer	7,000.0	583.33
ESIC Employee	3,769.5	314.13
Gratuity	6,000.0	500.0
Net Take Home (Varies depending on Taxes)	1,83,861.0	15,635.88
CTC	2,50,000.0	20,833.33

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 7th Working day of every month. However, if the 7th falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.


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TIME SHEETS:

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

Joules to Watts Business Solutions Pvt. Ltd
SJR I Park, Tower 4 Ground floor, Opposite to Satya Sai Hospital
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STATUTORY BENEFITS:

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

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LEAVE:

You would be entitled to get maximum of 24 days of leaves per year. (pro rata bases)

HOLIDAYS:

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DOCUMENTATION:

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

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You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

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Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

ASSIGNMENT:

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.


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CIN : U74900KA2014PTC076748



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.

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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.


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You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

CHANGE OF ADDRESS:

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

CODE OF CONDUCT:

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

PLACE OF EMPLOYMENT AND TRANSFER:

You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.


Training and Placement Cell

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CIN : U74900KA2014PTC076748





PROBATION:

The Employee shall be on probation for a period of three (3) months from the date of joining. The Company shall be entitled to forthwith terminate the services of the Employee and this Agreement at any time during the probation period. The Company may in its sole discretion extend the Employee's probation period based on the Employee's performance, conduct and/or other factors as the company may deem fit. The Employee's probation period shall not be considered to be completed, unless the Employee's services are confirmed by the Company in writing by a Letter of Confirmation. Employee is not entitled for leaves during the probation period and leaves taken during probation will be considered as Loss of Pay.

DECLARATION:

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

Signature:

26.04.2023



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CIN : U74900KA2014PTC076748


Training and Placement Cell



PRA JI Project LLP
Thaltej-Ahmedabad
Date – 20/11/2022

Subject: Appointment as GET – Electrical Projects

Dear Sodha Kuldipsinh Himmatsinh,

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

Key Responsibilities:

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

Your employment will commence on **1st of January 2023**, you will report directly to **Senior Engineer**.

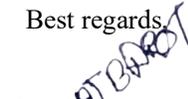
We are pleased to offer you a competitive annual compensation package of **3.6 Lpa**, which includes health benefits, performance bonuses, and other perks as per company policy. Details of your employment, including terms and conditions, are attached for your reference.

Please review the attached document, sign and return the copy by **30th November 2022** to confirm your acceptance of this offer.

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

Welcome aboard!

Best regards,


Pankaj Barot
HR Manager
PRA JI Project LLP


Training and Placement Cell

PRA JI Project LLP
Thaltej-Ahmedabad
Date – 20/11/2022

Subject: Appointment as GET – Electrical Projects

Dear Diksha Pandey,

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

Key Responsibilities:

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

Your employment will commence on **1st of January 2023**, you will report directly to **Senior Engineer**.

We are pleased to offer you a competitive annual compensation package of **3.6 Lpa**, which includes health benefits, performance bonuses, and other perks as per company policy. Details of your employment, including terms and conditions, are attached for your reference.

Please review the attached document, sign and return the copy by **30th November 2022** to confirm your acceptance of this offer.

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

Welcome aboard!

Best regards,

Pankaj Barot
HR Manager
PRA JI Project LLP


Training and Placement Cell

PRA JI Project LLP
Thaltej-Ahmedabad
Date – 20/11/2022

Subject: Appointment as GET – Electrical Projects

Dear Lonare Kalash Pramod,

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

Key Responsibilities:

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

Your employment will commence on **1st of January 2023**, you will report directly to **Senior Engineer**.

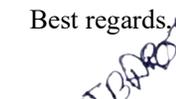
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Welcome aboard!

Best regards,


Pankaj Barot
HR Manager
PRA JI Project LLP


Training and Placement Cell

PRA JI Project LLP
Thaltej-Ahmedabad
Date – 20/11/2022

Subject: Appointment as GET – Electrical Projects

Dear Arya Yuvraj,

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

Key Responsibilities:

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

Your employment will commence on **1st of January 2023**, you will report directly to **Senior Engineer**.

We are pleased to offer you a competitive annual compensation package of **3.6 Lpa**, which includes health benefits, performance bonuses, and other perks as per company policy. Details of your employment, including terms and conditions, are attached for your reference.

Please review the attached document, sign and return the copy by **30th November 2022** to confirm your acceptance of this offer.

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Welcome aboard!

Best regards,

PANKAJ BAROT
Pankaj Barot
HR Manager
PRA JI Project LLP

[Signature]
Training and Placement Cell

PRA JI Project LLP
Thaltej-Ahmedabad
Date – 20/11/2022

Subject: Appointment as GET – Electrical Projects

Dear Rishikesh Raj Vijay Kumar,

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

Key Responsibilities:

- Overseeing all phases of electrical projects, from planning and design to execution and handover.
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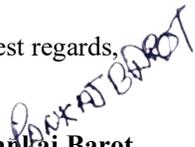
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HR Manager
PRA JI Project LLP


Training and Placement Cell

APPOINTMENT LETTERRef: IA/HR/IA 485, 01st December 2023

To:

Mr. Sabyasachi Amiya Pal
Add: B/17, Ridham Flat,
Nr. Ingersoll Rand, Nr. Naroda GIDC,
A'bad city, A'bad-382330
Phone: 7046378768
E-mail: sabyap2001@gmail.com

Dear Mr. Sabyasachi,

Greetings!!!

With reference to your CV submitted to us and personal interview, we are pleased to issue this "Appointment letter" for position as "**Jr. Engineer**" **Grade J1**, as per general terms and conditions mentioned in this letter as well as in Employment agreement contract and/or Bond. We are an ISO 9001:2015 certified organization and one of the fastest growing companies in the field of instrumentation, controls and automation.

The terms of your employment are as follows;

- ❖ Quality and Discipline should be inculcated in all your professional activities and behavior.
- ❖ Your services have been confirmed as "Jr. Engineer" with effect from 01st December, 2023 as mentioned in the Employment agreement contract.
- ❖ You are expected to perform duties entrusted upon you by organization with high level of responsibilities, integrity, dedication and professionalism.
- ❖ Presently you will be placed at IRIS Automation Santej, Ahmedabad office. However, based on company's requirement you will be placed at our **another office/works** as the need be.
- ❖ Your services could be shifted to any other department within the organization or you could be transferred to any of our branch/plant locations, keeping in mind, overall growth prospects of the organization and individual.
- ❖ You will abide by Rules and Regulations of the company.
- ❖ Based on company requirement, you will have flexible approach to perform various kinds of duties and responsibilities.
- ❖ You may have to visit customer/vendor's places - all across India. You will take such assignments as a part of your job. General reimbursement for such assignment will be paid as per company policy.
- ❖ You shall be paid compensation of **Rs. 17,996 (INR Seventeen thousand Nine Hundred Ninety Six Only)** per month - (CTC). Company believes in long term association of the employee with the organization for mutual benefit and for overall customer satisfaction. Company believes in long term association of the employee with the organization for

IRIS Automation Pvt. Ltd.87 Behind Bharat Aluminum, Santej-Vadsar Road, Santej, Tal. : Kalol, Gandhinagar-382 721, Gujarat, India.
11-2764-286696 Web: www.iris-automation.com E-mail : info@iris-automation.com**Training and Placement Cell**



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

15th-Dec-2022

Mansuri Aftab Nizambhai

Dear Mansuri Aftab Nizambhai,

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 after 6th August 2023.

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 2022.

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





CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

15th-Dec-2022

Gadani Kritesh Nilesh Kumar

Dear Gadani Kritesh Nilesh Kumar,

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

Training and Placement Cell

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





CHIBBER CONSTRUCTIONS

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APPOINTMENT LETTER

15th-Dec-2022

Satapara Hetkumar Nandlal

Dear Satapara Hetkumar Nandlal,

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

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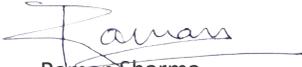
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Raman Sharma
HR Manager


Training and Placement Cell

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





CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

15th-Dec-2022

Kathrotiya Raj Gautambhai

Dear Kathrotiya Raj Gautambhai,

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

Training and Placement Cell

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





CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

15th-Dec-2022

Patel Vishalkumar Prahaladbhai

Dear Patel Vishalkumar Prahaladbhai,

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





CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

15th-Dec-2022

Urval Desai

Dear Urval Desai,

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

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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



Dear Patel Shekhar Babubhai,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt. (Rs.)
Basic Salary	Rs 180000
House Rent Allowance	Rs 90000
Leave & Travel Allowance	Rs 72000
Mobile & Fuel Allowance	Rs 9000
Other Allowances	Rs 87400
Provident Fund	Rs 21600
Gross Salary	Rs 460000
Incentives	Rs 80000
CTC *	Rs 540000

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

4.2. Allowances:

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

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

4.3. Other Benefits:

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

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



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

5. General:

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

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

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

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

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

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

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

7. Your **Date of Joining** shall be **February 1, 2023.**

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

For Home First Finance Company India Ltd.



(Authorized Signatory)

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

Date: _____

(Signature):



Training and Placement Cell





APPOINTMENT LETTER

8/10/2022

To Kadri Museebahmed Mohd. Ilyas
20192ME0173

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 9/10/2022, Your direct reporting manager would be Miss Akanksha Jha, and. Even though we offer flexibility, we expect the candidate to complete 7 hours every day in a working week. The shift timings for your profile are 11:00 AM to 7:00 PM.

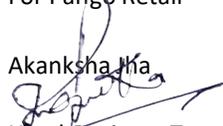
For the initial 3-12 months period, you will be on probation. During this tenure, your conduct, behavior and skills would be analyzed. You can learn more about it in the employee HRM Panel.

Please sign the enclosed Employee Agreement Form as your acceptance for the position and revert with a signed copy by 9-10-2022.

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 9-10-2022.
- 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.





- 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



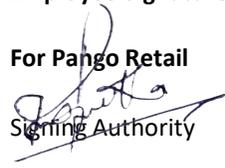


I acknowledge receiving a copy of Appointment Letter and Employment Terms and conditions relating to all incidents of my employment with the company and after having read and understood and comprehended the contents and implications therein, I am satisfied and agree to abide by them.

Employee Name : _____

Employee Signature: _____

For Pango Retail


Signing Authority

Head-Business Team


Training and Placement Cell

CONFIDENTIAL





APPOINTMENT LETTER

8/10/2022

To Patel Tarang Manojbhai
20192ME0175

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 9/10/2022, Your direct reporting manager would be Miss Akanksha Jha, and. Even though we offer flexibility, we expect the candidate to complete 7 hours every day 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, behavior and skills would be analyzed. 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 9-10-2022.

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 9-10-2022.
- 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.





- 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





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

Training and Placement Cell

CONFIDENTIAL





APPOINTMENT LETTER

8/10/2022

To Patel Yashkumar Pareshbhai
20192ME0176

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.

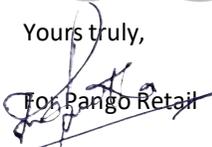
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Please sign the enclosed Employee Agreement Form as your acceptance for the position and revert with a signed copy by 9-10-2022.

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Yours truly,


For Pango Retail

Akanksha Jha

Head-Business Team

EMPLOYMENT TERMS AND CONDITIONS

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- 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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- 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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Training and Placement Cell





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Employee Name : _____

Employee Signature: _____

For Pango Retail

Signing Authority


Head-Business Team


Training and Placement Cell

CONFIDENTIAL





APPOINTMENT LETTER

8/10/2022

To Patel Divyesh Sanjaybhai
20192ME0179

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 9/10/2022, Your direct reporting manager would be Miss Akanksha Jha, and. Even though we offer flexibility, we expect the candidate to complete 7 hours every day 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, behavior and skills would be analyzed. 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 9-10-2022.

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 9-10-2022.
- 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.





- 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





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


Training and Placement Cell

CONFIDENTIAL





PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/02/2023

To,
Dewri Deepak Ramsingh

We are pleased to offer you the position of **Trainee Engineer** at **Pawan Construction Co.**, effective from 10th July 23. This opportunity is based on the successful completion of your academic requirements in Mechanical Engineering.

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

Compensation Package:

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

Job Responsibilities:

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

Please confirm your acceptance by signing and returning a copy of this letter by 25th February 23. We look forward to your contributions and to a mutually beneficial working relationship.

Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell





PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/02/2023

To,

Patel Krishi Jashvantkumar

We are pleased to offer you the position of **Trainee Engineer** at **Pawan Construction Co.**, effective from 10th July 23. This opportunity is based on the successful completion of your academic requirements in Mechanical Engineering.

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Please confirm your acceptance by signing and returning a copy of this letter by 25th February 23. We look forward to your contributions and to a mutually beneficial working relationship.

Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell





PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/02/2023

To,
Rathod Hardik

We are pleased to offer you the position of **Trainee Engineer** at **Pawan Construction Co.**, effective from 10th July 23. This opportunity is based on the successful completion of your academic requirements in Mechanical Engineering.

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Sincerely,

Shushant Kumar
Pawan Construction & Co.





PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/02/2023

To,

Solanki Divya Manishkumar

We are pleased to offer you the position of **Trainee Engineer** at **Pawan Construction Co.**, effective from 10th July 23. This opportunity is based on the successful completion of your academic requirements in Mechanical Engineering.

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

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Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell





PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/02/2023

To,
Badgujar Parth Pravinbhai

We are pleased to offer you the position of **Trainee Engineer** at **Pawan Construction Co.**, effective from 10th July 23. This opportunity is based on the successful completion of your academic requirements in Mechanical Engineering.

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

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Please confirm your acceptance by signing and returning a copy of this letter by 25th February 23. We look forward to your contributions and to a mutually beneficial working relationship.

Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell





PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/02/2023

To,
Premal Kiritbhai Patel

We are pleased to offer you the position of **Trainee Engineer** at **Pawan Construction Co.**, effective from 10th July 23. This opportunity is based on the successful completion of your academic requirements in Mechanical Engineering.

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Please confirm your acceptance by signing and returning a copy of this letter by 25th February 23. We look forward to your contributions and to a mutually beneficial working relationship.

Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell





PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/02/2023

To,
Patel Jay Dilip bhai

We are pleased to offer you the position of **Trainee Engineer** at **Pawan Construction Co.**, effective from 10th July 23. This opportunity is based on the successful completion of your academic requirements in Mechanical Engineering.

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Please confirm your acceptance by signing and returning a copy of this letter by 25th February 23. We look forward to your contributions and to a mutually beneficial working relationship.

Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell





PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 21/02/2023

To,

Solanki Bhargavkumar Navinchandra

We are pleased to offer you the position of **Trainee Engineer** at **Pawan Construction Co.**, effective from 10th July 23. This opportunity is based on the successful completion of your academic requirements in Mechanical Engineering.

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

Please confirm your acceptance by signing and returning a copy of this letter by 25th February 23. We look forward to your contributions and to a mutually beneficial working relationship.

Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell

A-1, 404, R.N.A. Park, Vasinaka, R.C. Marg, Chembur, Mumbai - 400

074.Cell: 8655670918 / 6306537558 • E-mail:





APPOINTMENT LETTER

8/10/2022

To Patel Jenik Daxeshkumar
20192ME0171

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 9/10/2022, Your direct reporting manager would be Miss Akanksha Jha, and. Even though we offer flexibility, we expect the candidate to complete 7 hours every day 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, behavior and skills would be analyzed. 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 9-10-2022.

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 9-10-2022.
- 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.





- 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





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





Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

15-2-2023

Dear Raval Shyam Pankajkumar

Ecolab is pleased to appoint you the position of **Trainee** starting on **01-06-2023**. You will be located at (BCIT) Bhartiya City, Milestone Buildcon Pvt Ltd SEZ, Thanisandra Main Road, Chokkanahalli Village, Bangalore PIN-560064.

Your all-inclusive annual remuneration package will be **Rs. 10,00,000 (Ten Lakh Only)** (Subject to deduction of tax and other statutory payments as may be applicable).

Your appointment is contingent 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).

PROBATION:

You will be on probation for a period of three months before your services will be confirmed.

The probation period can be extended further, if your performance/conduct is not satisfactory.

All other details about the probation and confirmation will be provided in your employment agreement.

NOTICE PERIOD:

The notice period required by either party for separation from the organization is 60 days.

All the terms and conditions of the notice period will be provided in the employment agreement. There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.

CODE OF CONDUCT:

You agree to abide by the Company's Code of Conduct and other policies that the Company may adopt from time to time.


Training and Placement Cell

6th Floor Block II, BCIT, Milestone Buildcon, SEZ.
Chokkanahalli, Thanisandra Main Road, Bangalore KA - 560064.





Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

Joining Bonus:

In case your offer includes a joining bonus, the same will be paid at the time of confirmation which will be three months based on the role in the organization. If you leave Ecolab Digital Center within 12 months of your start date, you agree to re-pay Joining Bonus on or before the day of your full and final settlement at Ecolab Digital Center.

TRANSFER OF EMPLOYMENT RELATIONSHIP:

You agree that if the Company transfers this agreement to Ecolab USA Inc., or any of its subsidiaries now or then existing, subject to applicable law, you may be offered employment with Ecolab or the applicable subsidiary, on the same terms and conditions as to the Company under this letter, prior to such transfer.

TRAVEL:

You may be required to travel on Company work and you will be reimbursed expenses as per the Company policy subject to submitting proofs of such expenses.

WORK SHIFTS:

Please note that ECOLAB may require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the prevalent "Shift Work Policy" of the Company.

EMPLOYMENT RESTRICTIONS:

Your employment with ECOLAB is conditional upon your not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity. In the event you opt to become a partner in a partnership firm or a Director on the Board of any Company, you are required to seek prior written approval from relevant personnel from the management. ECOLAB will have the sole discretion to approve or disapprove such a request based on ECOLAB's Code of Ethics and other internal guidelines for deciding such requests.


Training and Placement Cell





Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

CHANGE OF ADDRESS:

You shall keep ECOLAB informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by ECOLAB on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

ECOLAB holds the right to withdraw the Offer in case of non-response to our pre-onboarding communication and checks for a period of consecutive 10 days or in the event you accept any another offers after acceptance of our Offer.

The above-mentioned terms of your appointment letter will not be changed unless they are communicated to you in writing by authorized signatories.

This official appointment letter is to be considered and agreed upon within three working days from the offer date (01-04-2022). Failure to accept this within three working days will result in the Offer being deemed void.

We look forward to you joining us at the earliest.

Thanking you,

Supriya Ambuga
Senior Director HR

Training and Placement Cell

Salary Annexure

A: Salary Benefits:		
Components:	Annual Salary	Monthly Salary
1. Basic	3,04,151	25,346
2. HRA	1,21,660	10,138
3. LTA	30,415	2,535
4. Special Allowance	2,67,928	22,327
Total Gross - A	7,24,154	60,346
B: Retirement Benefits:		
5. Employers PF contribution	21,600	1,800
6. Gratuity	14,623	1,219
Total - B	36,223	2,609
Total - A+B	7,60,377	62,955
C. Joining Bonus	50,000	
D. Performance bonus 15% on A	1,08,623	
E - Other Benefits		
Insurance	35,000	
WFH setup	7,000	
Internet allowance	9,000	
Upskilling allowance	30,000	
Total	81,000	
Grand Total A to F	10,00,000	

The organization has the right to make changes in policies and processes from time to time to be in line with business needs. In such situations, organization may or may not be able to give advance notice on the changes made.


Training and Placement Cell



Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

Note: There will be statutory deduction like Income-tax, Profession tax etc. from the above Gross salary indicated.

1. Apart from the CTC indicated, company provide following benefits

Other Benefits

Benefits	Frequency of Payment/ Claim
1. Group Medical Insurance	
This is a group medical insurance cover for ECOLAB employees during their employment with ECOLAB which covers the entire family	Annual
2. Group Life Insurance	
Term Life Insurance (TLI) is the most basic form of life insurance. The provides coverage in the event death of the insured individual within his/her ECOLAB tenure	Annual
3. Group Personal Accident Insurance	
Personal accidental is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely or directly from an accident by external, violent and visible means, resulting into death or disablement and the coverage	Annual

LEAVE POLICY:

Earned leave (EL): - These are leaves which an individual team member accumulates in the beginning of every quarter. 6 days of EL is added to team member's account during every quarter. More than 10 EL cannot taken forward for the subsequent calendar year and more than 30 days of EL cannot be accumulated at any given point in time. Any EL beyond 30 days would get lapsed. Any unused EL lesser than or equal to 30 days will be encashed only during separation from the COMPANY. Leaves are prorated as per the joining date of the employee and will be credited accordingly.


Training and Placement Cell



Documents to be submitted prior to joining for Background Check purpose (Scanned format required):

Scanned Documents Required:

1. ID & Address proof for current & permanent address. (Aadhar Card would be Mandatory)
2. PAN Card. Mandatory
3. Passport
4. Last 3 months pay slip
5. Last 2 company relieving & experience letter. (Can be shared a day before the joining date)
6. Mark sheets from 10th to Degree & PG
7. 1 Passport size photo



Training and Placement Cell



Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

15-2-2023

Dear Joshi Krishnanshi Nilangkumar

Ecolab is pleased to appoint you the position of **Trainee** starting on **01-06-2023**. You will be located at (BCIT) Bhartiya City, Milestone Buildcon Pvt Ltd SEZ, Thanisandra Main Road, Chokkanahalli Village, Bangalore PIN-560064.

Your all-inclusive annual remuneration package will be **Rs. 10,00,000 (Ten Lakh Only)** (Subject to deduction of tax and other statutory payments as may be applicable).

Your appointment is contingent 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).

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You will be on probation for a period of three months before your services will be confirmed.

The probation period can be extended further, if your performance/conduct is not satisfactory.

All other details about the probation and confirmation will be provided in your employment agreement.

NOTICE PERIOD:

The notice period required by either party for separation from the organization is 60 days.

All the terms and conditions of the notice period will be provided in the employment agreement. There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.

CODE OF CONDUCT:

You agree to abide by the Company's Code of Conduct and other policies that the Company may adopt from time to time.


Training and Placement Cell

6th Floor Block II, BCIT, Milestone Buildcon, SEZ.
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Development Center:

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Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

Joining Bonus:

In case your offer includes a joining bonus, the same will be paid at the time of confirmation which will be three months based on the role in the organization. If you leave Ecolab Digital Center within 12 months of your start date, you agree to re-pay Joining Bonus on or before the day of your full and final settlement at Ecolab Digital Center.

TRANSFER OF EMPLOYMENT RELATIONSHIP:

You agree that if the Company transfers this agreement to Ecolab USA Inc., or any of its subsidiaries now or then existing, subject to applicable law, you may be offered employment with Ecolab or the applicable subsidiary, on the same terms and conditions as to the Company under this letter, prior to such transfer.

TRAVEL:

You may be required to travel on Company work and you will be reimbursed expenses as per the Company policy subject to submitting proofs of such expenses.

WORK SHIFTS:

Please note that ECOLAB may require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the prevalent "Shift Work Policy" of the Company.

EMPLOYMENT RESTRICTIONS:

Your employment with ECOLAB is conditional upon your not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity. In the event you opt to become a partner in a partnership firm or a Director on the Board of any Company, you are required to seek prior written approval from relevant personnel from the management. ECOLAB will have the sole discretion to approve or disapprove such a request based on ECOLAB's Code of Ethics and other internal guidelines for deciding such requests.


Training and Placement Cell





Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

CHANGE OF ADDRESS:

You shall keep ECOLAB informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by ECOLAB on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

ECOLAB holds the right to withdraw the Offer in case of non-response to our pre-onboarding communication and checks for a period of consecutive 10 days or in the event you accept any another offers after acceptance of our Offer.

The above-mentioned terms of your appointment letter will not be changed unless they are communicated to you in writing by authorized signatories.

This official appointment letter is to be considered and agreed upon within three working days from the offer date (01-04-2022). Failure to accept this within three working days will result in the Offer being deemed void.

We look forward to you joining us at the earliest.

Thanking you,

Supriya Ambuja
Senior Director HR

Training and Placement Cell

Salary Annexure

A: Salary Benefits:		
Components:	Annual Salary	Monthly Salary
1. Basic	3,04,151	25,346
2. HRA	1,21,660	10,138
3. LTA	30,415	2,535
4. Special Allowance	2,67,928	22,327
Total Gross - A	7,24,154	60,346
B: Retirement Benefits:		
5. Employers PF contribution	21,600	1,800
6. Gratuity	14,623	1,219
Total - B	36,223	2,609
Total - A+B	7,60,377	62,955
C. Joining Bonus	50,000	
D. Performance bonus 15% on A	1,08,623	
E - Other Benefits		
Insurance	35,000	
WFH setup	7,000	
Internet allowance	9,000	
Upskilling allowance	30,000	
Total	81,000	
Grand Total A to F	10,00,000	

The organization has the right to make changes in policies and processes from time to time to be in line with business needs. In such situations, organization may or may not be able to give advance notice on the changes made.


Training and Placement Cell



Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

Note: There will be statutory deduction like Income-tax, Profession tax etc. from the above Gross salary indicated.

1. Apart from the CTC indicated, company provide following benefits

Other Benefits

Benefits	Frequency of Payment/ Claim
1. Group Medical Insurance	
This is a group medical insurance cover for ECOLAB employees during their employment with ECOLAB which covers the entire family	Annual
2. Group Life Insurance	
Term Life Insurance (TLI) is the most basic form of life insurance. The provides coverage in the event death of the insured individual within his/her ECOLAB tenure	Annual
3. Group Personal Accident Insurance	
Personal accidental is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely or directly from an accident by external, violent and visible means, resulting into death or disablement and the coverage	Annual

LEAVE POLICY:

Earned leave (EL): - These are leaves which an individual team member accumulates in the beginning of every quarter. 6 days of EL is added to team member's account during every quarter. More than 10 EL cannot taken forward for the subsequent calendar year and more than 30 days of EL cannot be accumulated at any given point in time. Any EL beyond 30 days would get lapsed. Any unused EL lesser than or equal to 30 days will be encashed only during separation from the COMPANY. Leaves are prorated as per the joining date of the employee and will be credited accordingly.


Training and Placement Cell



Documents to be submitted prior to joining for Background Check purpose (Scanned format required):

Scanned Documents Required:

1. ID & Address proof for current & permanent address. (Aadhar Card would be Mandatory)
2. PAN Card. Mandatory
3. Passport
4. Last 3 months pay slip
5. Last 2 company relieving & experience letter. (Can be shared a day before the joining date)
6. Mark sheets from 10th to Degree & PG
7. 1 Passport size photo



Training and Placement Cell



Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

15-2-2023

Dear Neel M. Patel

Ecolab is pleased to appoint you the position of **Trainee** starting on **01-06-2023**. You will be located at (BCIT) Bhartiya City, Milestone Buildcon Pvt Ltd SEZ, Thanisandra Main Road, Chokkanahalli Village, Bangalore PIN-560064.

Your all-inclusive annual remuneration package will be **Rs. 10,00,000 (Ten Lakh Only)** (Subject to deduction of tax and other statutory payments as may be applicable).

Your appointment is contingent 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).

PROBATION:

You will be on probation for a period of three months before your services will be confirmed.

The probation period can be extended further, if your performance/conduct is not satisfactory.

All other details about the probation and confirmation will be provided in your employment agreement.

NOTICE PERIOD:

The notice period required by either party for separation from the organization is 60 days.

All the terms and conditions of the notice period will be provided in the employment agreement. There will be no waiver of the aforesaid notice period requirements unless otherwise specified in this letter or subsequently communicated to you.

CODE OF CONDUCT:

You agree to abide by the Company's Code of Conduct and other policies that the Company may adopt from time to time.


Training and Placement Cell

6th Floor Block II, BCIT, Milestone Buildcon, SEZ.
Chokkanahalli, Thanisandra Main Road, Bangalore KA - 560064.





Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

Joining Bonus:

In case your offer includes a joining bonus, the same will be paid at the time of confirmation which will be three months based on the role in the organization. If you leave Ecolab Digital Center within 12 months of your start date, you agree to re-pay Joining Bonus on or before the day of your full and final settlement at Ecolab Digital Center.

TRANSFER OF EMPLOYMENT RELATIONSHIP:

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TRAVEL:

You may be required to travel on Company work and you will be reimbursed expenses as per the Company policy subject to submitting proofs of such expenses.

WORK SHIFTS:

Please note that ECOLAB may require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you. Shift Work will be in accordance with the prevalent "Shift Work Policy" of the Company.

EMPLOYMENT RESTRICTIONS:

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Training and Placement Cell





Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

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ECOLAB holds the right to withdraw the Offer in case of non-response to our pre-onboarding communication and checks for a period of consecutive 10 days or in the event you accept any another offers after acceptance of our Offer.

The above-mentioned terms of your appointment letter will not be changed unless they are communicated to you in writing by authorized signatories.

This official appointment letter is to be considered and agreed upon within three working days from the offer date (01-04-2022). Failure to accept this within three working days will result in the Offer being deemed void.

We look forward to you joining us at the earliest.

Thanking you,
Supriya Ambuga

Supriya Ambuga
Senior Director HR


Training and Placement Cell



Salary Annexure

A: Salary Benefits:		
Components:	Annual Salary	Monthly Salary
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C. Joining Bonus	50,000	
D. Performance bonus 15% on A	1,08,623	
E - Other Benefits		
Insurance	35,000	
WFH setup	7,000	
Internet allowance	9,000	
Upskilling allowance	30,000	
Total	81,000	
Grand Total A to F	10,00,000	

The organization has the right to make changes in policies and processes from time to time to be in line with business needs. In such situations, organization may or may not be able to give advance notice on the changes made.


Training and Placement Cell



Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

Note: There will be statutory deduction like Income-tax, Profession tax etc. from the above Gross salary indicated.

1. Apart from the CTC indicated, company provide following benefits

Other Benefits

Benefits	Frequency of Payment/ Claim
1. Group Medical Insurance	
This is a group medical insurance cover for ECOLAB employees during their employment with ECOLAB which covers the entire family	Annual
2. Group Life Insurance	
Term Life Insurance (TLI) is the most basic form of life insurance. The provides coverage in the event death of the insured individual within his/her ECOLAB tenure	Annual
3. Group Personal Accident Insurance	
Personal accidental is an insurance cover wherein, in the event of the person sustaining bodily injuries resulting solely or directly from an accident by external, violent and visible means, resulting into death or disablement and the coverage	Annual

LEAVE POLICY:

Earned leave (EL): - These are leaves which an individual team member accumulates in the beginning of every quarter. 6 days of EL is added to team member's account during every quarter. More than 10 EL cannot taken forward for the subsequent calendar year and more than 30 days of EL cannot be accumulated at any given point in time. Any EL beyond 30 days would get lapsed. Any unused EL lesser than or equal to 30 days will be encashed only during separation from the COMPANY. Leaves are prorated as per the joining date of the employee and will be credited accordingly.


Training and Placement Cell





Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

Documents to be submitted prior to joining for Background Check purpose (Scanned format required):

Scanned Documents Required:

1. ID & Address proof for current & permanent address. (Aadhar Card would be Mandatory)
2. PAN Card. Mandatory
3. Passport
4. Last 3 months pay slip
5. Last 2 company relieving & experience letter. (Can be shared a day before the joining date)
6. Mark sheets from 10th to Degree & PG
7. 1 Passport size photo


Training and Placement Cell





APPOINTMENT LETTER

Mr. Patel Shivam

Date: Wednesday, April 26, 2023

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation: Renewals Specialist
Department: User Experience (51000011)
Sub Department: Mentoring
Employment Type: Regular
Date of Joining: Wednesday, May 05, 2023
Role Location: IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation: 500000 INR
Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes




Training and Placement Cell
Page 1 of 4

4. Dues to company including loans and advances

5. Or any other applicable statutory deductions

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

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Wednesday, May 03, 2023** failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this appointment letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.



Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
- Aadhaar Card




Training and Placement Cell

9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:


Training and Placement Cell





APPOINTMENT LETTER

Mr. Aasodiya Pruthviraj

Date: Wednesday, April 26, 2023

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Wednesday, May 03, 2023
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes


Training and Placement Cell



4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Wednesday, May 03, 2023** failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this appointment letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorised signature.




Training and Placement Cell

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
- Aadhaar Card


Training and Placement Cell



9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:


Training and Placement Cell





APPOINTMENT LETTER

Mr. Janmejy Pancholi

Date: Wednesday, April 26, 2023

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Renewals Specialist on following terms and conditions:

Offer Details:

Designation:	Renewals Specialist
Department:	User Experience (51000011)
Sub Department:	Mentoring
Employment Type:	Regular
Date of Joining:	Wednesday, May 03, 2023
Role Location:	IBC Knowledge Park, Bangalore

Compensation Details:

CTC per Annum:-

Fixed Compensation:	500000 INR
Variable Compensation:	100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes


Training and Placement Cell



4.Dues to company including loans and advances

5.Or any other applicable statutory deductions

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

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.

2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.

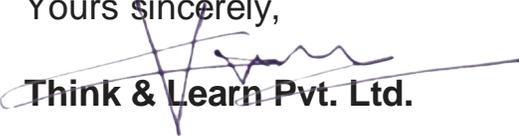
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than **Wednesday, May 05, 2023** failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing. Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this appointment letter on your date of joining.

Yours sincerely,


Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

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Training and Placement Cell



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Training and Placement Cell



9. Voter ID/Passport/Driving License
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11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

Signature:


Training and Placement Cell



APPOINTMENT LETTER

To,
Dear Bhatt Parth Dilipbhai

Dated: 19.8.2022

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

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

02. Compensation:Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

04. PROBATION / CONFIRMATION:

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

05. ON REACHING THE AGE OF SUPERANNUATION:

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




Training and Placement Cell

06. SEVERANCE OF EMPLOYEMENT:

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

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

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

07. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

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

08. DUTIES AND OBLIGATIONS:

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

- f. You will be directly reporting to Director/ Head of Department of the College and will be responsible for any assignment such as teaching, research, institution building, hostel supervision, personality development, placement activities, entrepreneurship programs, institute publication, academic administration, etc. as given by the HOD from time to time.
- g. Keeping in view the academic ethics and the future of the students, you are expected not to leave or resign from your services in the mid of any session.
- h. In addition to feedback and appraisal, your performance will be evaluated on the basis of set targets.
- i. You will be present in the College at allotted work place during the working hours. You may also be required to devote time during the off hours/Sundays/Holidays etc. for curricular/co-curricular/extra-curricular work for which no additional compensation will be admissible
- j. The College expects you to work with a high standard of ethical practices, initiative and efficiencies, during your employment. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the College and those in authority over you.
- k. You agree to follow & comply with all the internal regulations, guidelines and policies of the College. You also accept the obligation to be in full compliance of all statutory laws & regulations for & on behalf of the College as may be so expected or desired including the Cyber, IPR & other laws so as not to in any manner prejudice the rights and interests of the College.
- l. You will not, unless specifically authorized by your superior officer in writing, give any interview in any newspaper, magazine or write to press or media (print or electronic).

09. GENERAL:

- a. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- b. You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent by us to you, on your last recorded address / address as indicated above, shall be deemed to have been served upon you.
- c. Your present designation is subject to change depending upon work assignment from time to time.



Please submit the following documents, if not submitted earlier.

1. Certificates in support of your educational and professional qualifications, experience, date of birth and other testimonials.
2. Three copies of your recent passport size photographs with light blue background.
3. Relieving/ Experience letter from your last employer in case you are/were employed.
4. Copy of PAN Card.
5. Address Proof.
6. Medical Fitness Certificate

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

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

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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



Training and Placement Cell



APPOINTMENT LETTER

To,
Dear More Amit Ashokbhai

Dated: 19.8.2022

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

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

02. Compensation:Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

04. PROBATION / CONFIRMATION:

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

05. ON REACHING THE AGE OF SUPERANNUATION:

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




Training and Placement Cell

06. SEVERANCE OF EMPLOYEMENT:

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

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

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

07. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

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

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- j. The College expects you to work with a high standard of ethical practices, initiative and efficiencies, during your employment. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the College and those in authority over you.
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Training and Placement Cell

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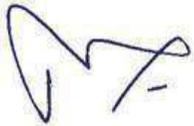
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We look forward to a long, successful and pleasant association.

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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Training and Placement Cell



APPOINTMENT LETTER

To,
Dear Bhanderi Rushit Dineshbhai

Dated: 19.8.2022

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

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

02. Compensation:Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

04. PROBATION / CONFIRMATION:

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

05. ON REACHING THE AGE OF SUPERANNUATION:

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




Training and Placement Cell

06. SEVERANCE OF EMPLOYEMENT:

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

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

07. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

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

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Training and Placement Cell

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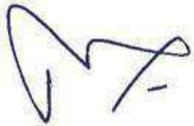
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Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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Training and Placement Cell



APPOINTMENT LETTER

To,
Dear Kachadiya Prince Chandreshkumar

Dated: 19.8.2022

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

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

02. Compensation:Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

03. Date of Joining: You are expected to join us on

Any increase in your CTC/compensation in future and future career growth prospects in the College shall depend entirely on your performance, hard work, good conduct and due compliance of College's policies and internal regulations. In no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

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Training and Placement Cell

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- a. Any act of misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- b. In case particulars mentioned in your application or unsubstantiated discussions or papers submitted by you to the College are found false or any certificates/testimonials or documentary evidences submitted by you are found to be false or incorrect and/ or that you have suppressed and/or withheld any information.
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- d. If you have participated in an Election of any kind without obtaining prior written permission from the College.
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Training and Placement Cell

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For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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Training and Placement Cell

APPOINTMENT LETTER

To,
Dear Patel Keyur Ashwinbhai

Dated: 19.8.2022

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

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

02. Compensation:Your Cost to Company will be **Rs. 4,20,000/- per annum** (Four Lakh twenty thousand per annum only).

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Training and Placement Cell

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09. GENERAL:

- a. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- b. You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent by us to you, on your last recorded address / address as indicated above, shall be deemed to have been served upon you.
- c. Present designation is subject to change depending upon work assignment from time to time.




Training and Placement Cell

Please submit the following documents, if not submitted earlier.

1. Certificates in support of your educational and professional qualifications, experience, date of birth and other testimonials.
2. Three copies of your recent passport size photographs with light blue background.
3. Relieving/ Experience letter from your last employer in case you are/were employed.
4. Copy of PAN Card.
5. Address Proof.
6. Medical Fitness Certificate

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

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

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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

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



Training and Placement Cell



09-Dec-2022

2025001003
Chhatrola Deep Hitendrakumar

Chhatrola Deep Hitendrakumar,

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-December-2022** to indicate your acceptance of this offer.

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

Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell



Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, +166=4205,
pseudoym=02a9f6b114542e5b64
E=ragin@swarnim.edu.in
2.5.4.21=124874449427674899a3eae
9511149f36963634e927116ae540
[P]AI; cn=ragin; c=IN; o=Swarnim
E=ragin@swarnim.edu.in
serial=16471614174152200000007
407666446; cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

09-Dec-2022

2025001003
Jadav Ghanshyam Ashokbhai

Jadav Ghanshyam Ashokbhai,

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)
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Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell



Ragin
Ravindrabhai
Shah

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DN: c=IN, o=Personal, +166-4305,
gn=swarnim, ou=222496011542455644,
email=ragin@swarnim.edu.in, cn=Ragin
Ravindrabhai Shah, o=Swarnim
Startup & Innovation University,
ou=Swarnim Startup & Innovation
University, email=ragin@swarnim.edu.in,
c=IN



VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2022

Name of the Candidate: Tiwari Parth Sujitkumar
College: Swarnim Startup & Innovation University
Location: Gandhinagar Gujarat
Subject: Appointment Letter for the post of Site Engineer

Dear Tiwari Parth Sujitkumar,

With reference to your application and the interview you had with us on **21st November 2022**, we are pleased to share with you an assignment in our organization as "Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC) + Incentives.

You shall report for duty on 10th January 2023.

Kindly submit the following at the time of joining:

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

You shall submit to us the above mentioned documents on Joining date on 10th-January-2023 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer. (For experienced). In the absence of this, our AO of employment stand cancelled.

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

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

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

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

Digitally signed by Ragin Ravindra
Date: 2024.10.16 10:45:46 +0530

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


Training and Placement Cell



Ragin
Ravindra
Shah

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

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial AO, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenurefor 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 byyou even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty offraud, 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 provided 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 particularsfurnished by you in your application (including bio-data), at the time of your interview andsubsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being shared this appointment, the Managementmay take such action as it deems fit in its sole discretion, including termination of your employment.
8. There should not be any reappear/backlog at the time of joining. In that scenario the joining letter will be terminated immediately. We do not have any type of training/learning modulefor new joined candidates. We hope you are best at knowledge (theoretical and practical)
9. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies of Aadhar Card, Driving license and Photo.

Yours Faithfully

Jasmeet Sharma



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

[Signature]
Training and Placement Cell

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=Vansh Constructions, email=Ragin.Ravindrabhai.Shah@vanshconstructions.in, serial=10, c=IN
Date: 2024.10.10 10:45:46 +05'30'

Email: Hr@vanshconstructions.in | Website: vanshconstructions.in | Contact: 7508817362



Ragin
Ravindrabhai
Shah

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2. You will be required to maintain utmost secrecy in respect of Project documents, commercial AO, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenurefor 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 byyou even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty offraud, 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 provided 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 particularsfurnished by you in your application (including bio-data), at the time of your interview andsubsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being shared this appointment, the Managementmay take such action as it deems fit in its sole discretion, including termination of your employment.
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9. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies of Aadhar Card, Driving license and Photo.

Yours Faithfully




Jasmeet Sharma
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: cn=Ragin Ravindrabhai Shah, o=Vansh Constructi, email=Ragin.Ravindrabhai.Shah@vanshconstructions.in, serial=1634, version=3
Date: 2024.10.16 10:45:46 +05'30'

Email: Hr@vanshconstructions.in | Website: vanshconstructions.in | Contact: 7508817362



Ragin
Ravindrabhai
Shah



VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2022

Name of the Candidate: Davda Jeet Gautambhai
College: Swarnim Startup & Innovation University
Location: Gandhinagar Gujarat
Subject: Appointment Letter for the post of Site Engineer

Dear Davda Jeet Gautambhai,

With reference to your application and the interview you had with us on **21st November 2022**, we are pleased to share with you an assignment in our organization as "Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC) + Incentives.

You shall report for duty on 10th January 2023.

Kindly submit the following at the time of joining:

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

You shall submit to us the above mentioned documents on Joining date on 10th-January-2023 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer. (For experienced). In the absence of this, our AO of employment stand cancelled.

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

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

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

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

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=, o=Personal, ou=HR, email=ragin@vanshconstructions.in, c=IN
c=IN, o=Personal, ou=HR, email=ragin@vanshconstructions.in, c=IN
Date: 2022.11.21 10:45:46 +05'30'

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


Training and Placement Cell



Ragin
Ravindrabhai
Shah

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2. You will be required to maintain utmost secrecy in respect of Project documents, commercial AO, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenurefor 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 byyou even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty offraud, 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 provided any,you should immediately report the same to the Management.
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Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies of Aadhar Card, Driving license and Photo.

Yours Faithfully

Jasmeet Sharma



Jasmeet Sharma

CEO

Vansh Constructi

1963 STREET NO 10 DASHMESH

NAGAR MOGA Punjab 142001

E-mail: Hr@vanshconstructions.in

Arjun
Training and Placement Cell

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=Vansh Constructi, email=Ragin.Ravindrabhai.Shah@vanshconstructions.in, serial=16341010, c=IN
Date: 2024.10.10 10:45:46 +05'30'

Email: Hr@vanshconstructions.in | Website: vanshconstructions.in | Contact: 7508817362



Ragin
Ravindrabhai
Shah



VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2022

Name of the Candidate: Patel Raj Vikrambhai
College: Swarnim Startup & Innovation University
Location: Gandhinagar Gujarat
Subject: Appointment Letter for the post of Site Engineer

Dear Patel Raj Vikrambhai,

With reference to your application and the interview you had with us on **21st November 2022**, we are pleased to share with you an assignment in our organization as "Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC) + Incentives.

You shall report for duty on 10th January 2023.

Kindly submit the following at the time of joining:

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

You shall submit to us the above mentioned documents on Joining date on 10th-January-2023 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer. (For experienced). In the absence of this, our AO of employment stand cancelled.

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

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

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

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

Digitally signed by Ragin Ravindra
Shah
DN: c=IN, o=Person, ou=HR,
email=02a9f9b014542e5b64
@swarnim.com,
cn=Ragin Ravindra
Shah
Date: 2022.11.21 10:45:46 +05'30'

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


Training and Placement Cell



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4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public byyou even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty offraud, 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 provided any,you should immediately report the same to the Management.
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Yours Faithfully

Jasmeet Sharma



Jasmeet Sharma

CEO

Vansh Constructi

1963 STREET NO 10 DASHMESH

NAGAR MOGA Punjab 142001

E-mail: Hr@vanshconstructions.in

[Signature]
Training and Placement Cell

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=Vansh Constructi, email=Ragin.Ravindrabhai.Shah@vanshconstructions.in, serial=16, c=IN
Date: 2024.10.10 10:45:46 +05'30'

Email: Hr@vanshconstructions.in | **Website:** vanshconstructions.in | **Contact:** 7508817362



Ragin
Ravindrabhai
Shah



VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2022

Name of the Candidate: Modan Mohammed Raza Sadikbhai
College: Swarnim Startup & Innovation University
Location: Gandhinagar Gujarat
Subject: Appointment Letter for the post of Site Engineer

Dear Modan Mohammed Raza Sadikbhai,

With reference to your application and the interview you had with us on **21st November 2022**, we are pleased to share with you an assignment in our organization as "Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC) + Incentives.

You shall report for duty on 10th January 2023.

Kindly submit the following at the time of joining:

- Recent Passport size photo - 4
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You shall submit to us the above mentioned documents on Joining date on 10th-January-2023 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer. (For experienced). In the absence of this, our AO of employment stand cancelled.

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

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


Training and Placement Cell

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=Swarnim Startup & Innovation University, email=Ragin.Ravindrabhai.Shah@vanshconstructions.in, c=IN, ou=Swarnim Startup & Innovation University, ou=Gandhinagar
Date: 2022.11.21 10:45:46 +05'30'

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



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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 tenurefor 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 byyou even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty offraud, 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 provided 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 particularsfurnished by you in your application (including bio-data), at the time of your interview andsubsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being shared this appointment, the Managementmay take such action as it deems fit in its sole discretion, including termination of your employment.
8. There should not be any reappear/backlog at the time of joining. In that scenario the joining letter will be terminated immediately. We do not have any type of training/learning modulefor new joined candidates. We hope you are best at knowledge (theoretical and practical)
9. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies of Aadhar Card, Driving license and Photo.

Yours Faithfully

Jasmeet Sharma



Jasmeet Sharma

CEO

Vansh Constructi

1963 STREET NO 10 DASHMESH

NAGAR MOGA Punjab 142001

E-mail: Hr@vanshconstructions.in

[Signature]
Training and Placement Cell

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=Vansh Constructi, email=Ragin.Ravindrabhai.Shah@vanshconstructions.in, serial=1634, c=IN
Date: 2024.10.16 10:45:46 +05'30'

Email: Hr@vanshconstructions.in | **Website:** vanshconstructions.in | **Contact:** 7508817362



Ragin
Ravindrabhai
Shah

09-Dec-2022

2025001003
Chauhan Rahul Rambahadur

Chauhan Rahul Rambahadur,

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-December-2022** to indicate your acceptance of this offer.

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

Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell



Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c. IN, o. Personal, +161-4305,
gnunetorgm. 02a9f9b014542e5b64
c.SerialName
2.5.4.20.12487444a4272676d89a3a6e
95101a9f3090363a492110eaf5d7
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E. ragin@si
serialNumber.02602977299a60d8
serialNumber.1614174152a3a902d87
407666446. cn. Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

09-Dec-2022

2025001003
Parmar Meet Alkeshbhai

Parmar Meet Alkeshbhai,

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Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



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hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, +166=4505,
gnunetorgm=02a9f6b114542e5b64
@swarnim
2.5.4.21=124874444a272674e89a8a
95111a9f3696363a4912116a45d1
[PDS] ab, postalCode=480015,
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Serial 02602977299a80d8
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Shah
Date: 2024.10.10 10:45:46 +05'30'

09-Dec-2022

2025001003
Purohit Avadhesh Markandeya

Purohit Avadhesh Markandeya,

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.

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Sincerely,



Vikas Choudhary
HR Admin
Banyan Edu. Services



Training and Placement Cell



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Ravindrabhai
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pseudoym=02a9f6b114542e5b64
E=ragin@swarnim.edu.in
2.5.4.21.12487444a427b78d89a3eae
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[P]AI; cn=personal; email=ragin@swarnim.edu.in
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serial=2024101614174152a3602d87
407666446; cn=Ragin Ravindrabhai
Shah
Date: 2024.10.16 10:45:46 +05'30'



Bangalore Strategic Solutions Pvt. Ltd

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

11. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

12. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent. Please note that you are an employee of BSS who is deployed at client's premises on contract. This in no way guarantees any permanent role at our client's organization.

13. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

14. Acceptance of our AO

Please confirm your acceptance of this Appointment Letter by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory

Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, o = BSS,
ou = Bangalore, email = ragin@bss.com,
c = IN
Date: 2024.10.10 10:43:46 +05'30'



BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED

Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore – 560 058

Telephone No. 080-45120791 Email: admin@bangalorestrategic.com

CIN: U72900KA2021PTC144439

19th Sept 2022

Subject: Appointment for post of Graduate Engineer Trainee – Quality.

Dear Patel Kushal Bharatbhai,

We are pleased to share you, the position of Graduate Engineer Trainee – Quality with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 30th Sept 2022.

2. Job title

Your job title will be Graduate Engineer Trainee – Quality and you will be an employee of BSS deployed at Surin Automotive Private Limited.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

5. Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
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c = IN
+ 6 20 - 45120791, o = Bangalore Strategic Solutions
Private Limited, ou = Bangalore, email = ragin@bangalorestrategic.com,
c = IN
+ 6 20 - 45120791, o = Bangalore Strategic Solutions
Private Limited, ou = Bangalore, email = ragin@bangalorestrategic.com,
c = IN
Date: 2022.10.10 16:43:46 +05'30'


Training and Placement Cell



Bangalore Strategic Solutions Pvt. Ltd

6. Leave/Holidays/Benefits

You are entitled to casual leaves of one day per month. Leave is applicable post completion of one month in the firm. Leaves shall not be carried forward post December.

The Company shall notify a list of declared holiday's w.r.t the client's process in the beginning of each year.

7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

8. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

9. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

10. Termination

Your appointment can be terminated by the Company, without any reason, by giving you not less than one month prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.

You may terminate your employment with the Company, without any cause, by giving no less than one month prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. However, management reserves the right to not accept any compensation and ask you to serve the notice in full.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, o = BSS, postalCode = 560001, email = ragin@bss.com, c = IN, o = Bangalore Strategic Solutions Pvt. Ltd, ou = HR, email = hr@bss.com, postalCode = 560001, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:43:46 +05'30'


Training and Placement Cell



Bangalore Strategic Solutions Pvt. Ltd

10. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

11. Confidential Information

During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.



Ragin
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Digitally signed by Ragin Ravindrabhai
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DN: cn = Personal, o = BSS,
ou = Bangalore Strategic Solutions
Pvt. Ltd., email = ragin@bss.com,
c = IN, o = Bangalore Strategic Solutions
Pvt. Ltd., ou = Bangalore Strategic Solutions
Pvt. Ltd., postalCode = 560015,
st = Karnataka,
serialNumber = 02662c7977909a80d8,
subject = Ragin Ravindrabhai
Shah,
date = 2024.10.10 16:43:46 +05'30'


Training and Placement Cell



BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED

Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore – 560 058

Telephone No. 080-45120791 Email: admin@bangalorestrategic.com

CIN: U72900KA2021PTC144439

19th Sept 2022

Subject: Appointment for post of Graduate Engineer Trainee – Quality.

Dear Vrushabh Vadadoriya Bharatbhai,

We are pleased to share you, the position of Graduate Engineer Trainee – Quality with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 30th Sept 2022.

2. Job title

Your job title will be Graduate Engineer Trainee – Quality and you will be an employee of BSS deployed at Surin Automotive Private Limited.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

5. Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.



Ragin
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Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, o = BSS,
ou = Bangalore, email =
ragin@bangalorestrategic.com,
c = IN, o = Bangalore Strategic
Solutions Private Limited,
ou = HR, postalCode = 560058,
serialNumber = 2022091910104346-00230
Date: 2022.09.19 10:43:46 +05'30'


Training and Placement Cell



Bangalore Strategic Solutions Pvt. Ltd

10. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

11. Confidential Information

During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.



Ragin
Ravindrab
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Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, o = BSS, postalCode = 560001, email = ragin@bss.com, c = IN, o = Bangalore Strategic Solutions Pvt. Ltd., postalCode = 560001, cn = Ragin Ravindrabhai
Date: 2024.10.10 16:43:46 +05'30'


Training and Placement Cell



Bangalore Strategic Solutions Pvt. Ltd

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

11. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

12. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent. Please note that you are an employee of BSS who is deployed at client's premises on contract. This in no way guarantees any permanent role at our client's organization.

13. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

14. Acceptance of our AO

Please confirm your acceptance of this Appointment Letter by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory



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Shah
DN: cn = Personal, o = BSS,
ou = Bangalore, email = ragin@bss.com,
c = IN
c = 4.20, postalCode = 560001,
serialNumber = 20241016104346-00730
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Training and Placement Cell



Bangalore Strategic Solutions Pvt. Ltd

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Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, o = BS, ou = Bangalore Strategic Solutions Pvt. Ltd, email = ragin@bsl.com, c = IN, serial = 1
Date: 2024.10.10 16:43:46 +05'30'

11/10/2024



Bangalore Strategic Solutions Pvt. Ltd

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Authorized Signatory



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Private Limited, ou = Bangalore, email =
ragin@bss.com, postalCode = 560015,
cn = Ragin
serialNumber = 02660c7977099a80d8,
uniqueIdentifier = 6314711522a363007
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Shah
Date: 2024.10.10 10:43:46 +05'30'



Bangalore Strategic Solutions Pvt. Ltd

Schedule I - Compensation Details

Name of the Employee: Malik Ayaz Salimbhai

Designation: Graduate Engineer Trainee – Quality

Salary Structure

Basic Salary	1,08,600
House rent allowance	43,440
Special allowance	19,200
Conveyance allowance	19,428
Gross Salary	1,90,668
PF Contribution	19,140
ESI Contribution	6,192
CTC PA	2,16,000

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Salary will be processed on or before the 7th of every month.


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ragin@bss.com, ou = Bangalore Strategic
Solutions Pvt. Ltd., c = IN, postalCode =
560015
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02/10/2024



BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED

Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore – 560 058

Telephone No. 080-45120791 Email: admin@bangalorestrategic.com

CIN: U72900KA2021PTC144439

19th Sept 2022

Subject: Appointment for post of Graduate Engineer Trainee – Quality.

Dear Panchal Jeel Rakeshkumar,

We are pleased to share you, the position of Graduate Engineer Trainee – Quality with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 30th Sept 2022.

2. Job title

Your job title will be Graduate Engineer Trainee – Quality and you will be an employee of BSS deployed at Surin Automotive Private Limited.

3. Salary

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+ 6 20 45120791, postalCode = 560058,
st = Karnataka, postalCode = 560058,
serialNumber = 02660c7977999a80d8,
uniqueIdentifier = 63147141522a3630c07,
emailAddress = ragin@bangalorestrategic.com
Date: 2022.10.10 16:43:46 +05'30'



Bangalore Strategic Solutions Pvt. Ltd

6. Leave/Holidays/Benefits

You are entitled to casual leaves of one day per month. Leave is applicable post completion of one month in the firm. Leaves shall not be carried forward post December.

The Company shall notify a list of declared holiday's w.r.t the client's process in the beginning of each year.

7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

8. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

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Your appointment can be terminated by the Company, without any reason, by giving you not less than one month prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.

You may terminate your employment with the Company, without any cause, by giving no less than one month prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. However, management reserves the right to not accept any compensation and ask you to serve the notice in full.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, o = BSS, postalCode = 560001, email = ragin@bss.com, c = IN
c = 4.20, postalCode = 560001, email = ragin@bss.com, c = IN
c = 4.20, postalCode = 560001, email = ragin@bss.com, c = IN
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Training and Placement Cell



Bangalore Strategic Solutions Pvt. Ltd

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

11. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

12. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent. Please note that you are an employee of BSS who is deployed at client's premises on contract. This in no way guarantees any permanent role at our client's organization.

13. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Karnataka High Court only.

14. Acceptance of our AO

Please confirm your acceptance of this Appointment Letter by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Authorized Signatory

Training and Placement Cell



Ragin
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hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Personal, o = BSS,
ou = Bangalore, email = ragin@bss.com,
c = IN
Date: 2024.10.10 10:43:46 +05'30'



Bangalore Strategic Solutions Pvt. Ltd

Schedule I - Compensation Details

Name of the Employee: Panchal Jeel Rakeshkumar

Designation: Graduate Engineer Trainee – Quality

Salary Structure

Basic Salary	1,08,600
House rent allowance	43,440
Special allowance	19,200
Conveyance allowance	19,428
Gross Salary	1,90,668
PF Contribution	19,140
ESI Contribution	6,192
CTC PA	2,16,000

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Salary will be processed on or before the 7th of every month.


Training and Placement Cell



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personnel, email = ragin@bsl.com, c =
IN, st = Karnataka
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Date: 2024.10.10 10:43:46 +05'30'



BANGALORE STRATEGIC SOLUTIONS PRIVATE LIMITED

Registered Office: No. 6-A, Peenya Industrial Area, Phase 1, Bangalore – 560 058

Telephone No. 080-45120791 Email: admin@bangalorestrategic.com

CIN: U72900KA2021PTC144439

19th Sept 2022

Subject: Appointment for post of Graduate Engineer Trainee – Quality.

Dear Suthar Mitkumar Vimalbhai,

We are pleased to share you, the position of Graduate Engineer Trainee – Quality with **Bangalore Strategic Solutions Pvt. Ltd** on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 30th Sept 2022.

2. Job title

Your job title will be Graduate Engineer Trainee – Quality and you will be an employee of BSS deployed at Surin Automotive Private Limited.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will be posted at Surin Automotive Private Limited, 6A, Peenya Industrial Area, Phase-1, Bengaluru, Karnataka 560058. You may however be required to work at any place of business which the Company has or may later acquire.

5. Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 9 hours each day, and if necessary, for additional hours depending on your responsibilities.



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ou = Bangalore, email =
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c = IN
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Training and Placement Cell



CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

15th-Dec-2022

Sharma Yash Tekchand

Dear Sharma Yash Tekchand,

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 after 6th August 2023.

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 2022.

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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Digitally signed by Ragin Ravindrabhai
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DN: c=IN, o=Personal, +de=4205,
pseudoym=02ae98b114542e5b44
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serialNumber=16141741522a9602d7
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Date: 2024.10.16 10:45:46 +05'30'

APPENDIX

Compensation & Benefits

1. All entitlements given below are applicable after you have joined Interior Inc. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
2. These entitlements shall cease upon the termination of your employment with Interior Inc. These entitlements may also cease if you need to take long-term personal leave of absence.

Salary break up details for Rs. 5,00,000/- per annum.

Salary Components	Per Annum (In Rs.)
Basic Salary	2,50,000
Special Allowance*	1,90,000
Employer PF Contribution	30,000
Annual Performance Variable Pay	30,000
Annual Cost to The Company	5,00,000
Allowances and Reimbursements* up to	
House Rent Allowance	40% of Basic salary
Telephone and Internet charges	24,000
Professional Development Allowance	24,000
Food Plus card	36,000
Fuel and Maintenance	39,600**
LTA	60,000
Annual Gift	5,000
Education allowance	2400
Hostel expenses	7,200

*Allowances and reimbursements will be a part of the compensation structure based on the electives on joining. The electives will be carved out of the Special allowance component of the salary.

** Depending on the Engine CC of the Car and availability of the driver

The performance pay is calculated on annual basic or the basic that you would have earned during the year.

Interior Inc.

Shreya Panchal

Director Head, Client Management

customerrelations.int@interior.inc


Training and Placement Cell

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
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email=ragin_ravindrabhai@interior.inc,
ou=0005, email=ragin_ravindrabhai@interior.inc,
ou=0005, postalCode=000005,
serialNumber=20241010104546-0030,
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o = Interior Inc.,
ou = HR, email = ragin.ravindrabhai@interior.inc,
cn = Ragin Ravindrabhai,
c = IN



Letter of Appointment

Date: 11th Dec 2022

Subject: Appointment Letter for Interior Design Services

Dear Patel Tisha Hiteshbhai,

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:

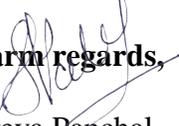
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We are committed to maintaining open and regular communication throughout this project to ensure transparency and collaboration. Our goal is to make this process as seamless and enjoyable as possible for you.

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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University, ou = Ragin Ravindrabhai
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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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serial=1
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customerrelations.int@interior.inc


Training and Placement Cell

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email=ragin@interior.inc,
ou=RSOS, ou=RSOS, ou=RSOS,
ou=RSOS, postalCode=800015,
country=IN
emailAddress=292627477096@icd.com,
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cn=Ragin Ravindrabhai
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serialNumber=42702457, email=ragin@interior.inc,
cn=Ragin Ravindrabhai
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Date: 2024.10.10 10:45:46 +05'30'



Letter of Appointment

Date: 11th Dec 2022

Subject: Appointment Letter for Interior Design Services

Dear Parikh Nisheeta Nimeshkumar,

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:

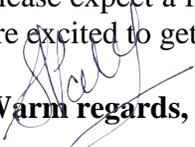
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Please expect a follow-up call from us within the next few days to arrange our first meeting. We are excited to get started and to create a space that reflects your style and objectives.

Warm regards,


Shreya Panchal
Director Head, Client Management


Training and Placement Cell



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serial = 114292844,
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dnQualifier = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

Letter of Appointment

Date: 11th Dec 2022

Subject: Appointment Letter for Interior Design Services

Dear Kakadiya Rushabh Monilkumar,

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.

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As part of our next steps, we will:

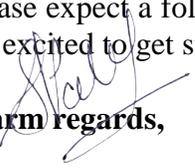
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Warm regards,


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Director Head, Client Management


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DN: c = IN, o = Personal, ou = SIOS,
email = ragin@sios.in, cn = Ragin Ravindrabhai
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[1.3.6.1.5.5] postalCode = 800015,
[1.2.840.113549.1.1] email = ragin@sios.in,
serialNumber = 292627770966006,
givenName = Ragin, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

Letter of Appointment

Date: 11th Dec 2022

Subject: Appointment Letter for Interior Design Services

Dear Odedara Vivek Bharatbhai,

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.

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email = ragin@swarnim.ac.in, ou =
Director Head,
ou = Training and Placement Cell,
ou = Swarnim Startup & Innovation
University, ou = Gandhinagar,
ou = Bhojan Rathod,
ou = Swarnim Startup & Innovation
University,
serialNumber = 2024121110164546-10930,
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Shreya Panchal

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ou=2025, postalCode=800015,
country=IN,
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Letter of Appointment

Date: 11th Dec 2022

Subject: Appointment Letter for Interior Design Services

Dear Prajapati Amitkumar Kishanbhai,

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:

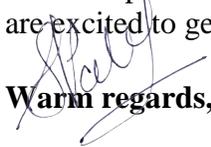
- Schedule an initial project kickoff meeting to discuss the project scope, timelines, and any specific requirements or preferences you may have.
- Begin the detailed planning phase, where our designers will develop initial concepts and layouts for your review.
- Work closely with you to refine these 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


Training and Placement Cell

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APPENDIX

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Training and Placement Cell

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



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Ravindrabhai
Training and Placement Cell

Letter of Appointment

Date: 19th Dec 2022

Subject: Appointment Letter for Interior Architecture Services

Dear Shivika Tanuj Sharma,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

Our team is eager to begin working on the design elements for the Interior Architecture, focusing on creating a functional, aesthetically pleasing, and sustainable environment. We understand the importance of this project to you, and we are dedicated to achieving the best possible outcome.

As part of our next steps, we will:

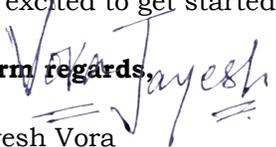
- Schedule an initial project kickoff meeting to discuss the project scope, timelines, and any specific requirements or preferences you may have.
- Begin the detailed planning phase, where our designers will develop initial concepts and layouts for your review.
- Work closely with you to refine these concepts and ensure they meet your expectations and functional needs.

We are committed to maintaining open and regular communication throughout this project to ensure transparency and collaboration. Our goal is to make this process as seamless and enjoyable as possible for you.

Thank you for choosing us for your Interior Architecture needs. We are confident that our expertise and dedication will result in a space that you will be proud of. We look forward to a successful partnership and to making your vision a reality.

Please expect a follow-up call from us within the next few days to arrange our first meeting. We are excited to get started and to create a space that reflects your style and objectives.

Warm regards,


Jayesh Vora
Architectural Services Head


Training and Placement Cell



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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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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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email = ragin@sios.in, cn = Ragin Ravindrabhai
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Training and Placement Cell

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



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serialNumber=2926257739968306,
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Ragun
Training and Placement Cell

Letter of Appointment

Date: 19th Dec 2022

Subject: Appointment Letter for Interior Architecture Services

Dear Ranjit Bhupatbhai Khihadiya,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

Our team is eager to begin working on the design elements for the Interior Architecture, focusing on creating a functional, aesthetically pleasing, and sustainable environment. We understand the importance of this project to you, and we are dedicated to achieving the best possible outcome.

As part of our next steps, we will:

- Schedule an initial project kickoff meeting to discuss the project scope, timelines, and any specific requirements or preferences you may have.
- Begin the detailed planning phase, where our designers will develop initial concepts and layouts for your review.
- Work closely with you to refine these concepts and ensure they meet your expectations and functional needs.

We are committed to maintaining open and regular communication throughout this project to ensure transparency and collaboration. Our goal is to make this process as seamless and enjoyable as possible for you.

Thank you for choosing us for your Interior Architecture needs. We are confident that our expertise and dedication will result in a space that you will be proud of. We look forward to a successful partnership and to making your vision a reality.

Please expect a follow-up call from us within the next few days to arrange our first meeting. We are excited to get started and to create a space that reflects your style and objectives.

Warm regards,

Jayesh Vora
Architectural Services Head


Training and Placement Cell



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APPENDIX

Compensation & Benefits

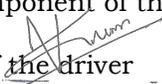
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Salary break up details for Rs. 5,00,000/- per annum.

Salary Components	Per Annum (In Rs.)
Basic Salary	2,50,000
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Training and Placement Cell



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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
Jayesh
Jayesh Vora

Architectural Services Head

customerrelations@studio.inc

Raghu
Training and Placement Cell



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



node urban lab

Letter of Appointment

Date: 5th Feb, 2023

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Shaikh Aseem Riyazahmad,

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

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Training and Placement Cell

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



Ragin
Ravindrab
hai Shah

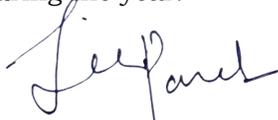
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Shah
DN: c = IN, o = Personal, ou = SWS,
email = ragin@swami.edu.in, cn = Ragin
Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

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



Ragini
Ravindrabhai
Shah

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email=ragini@studio.inc, cn=Ragini
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Date: 2024.11.10 16:45:46 +05'30'

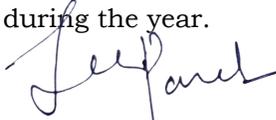


Training and Placement Cell

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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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hai Shah

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DN: c=IN, o=Personal, ou=RS&S,
email=ragin@studio.inc, postalCode=401304,
serial=1454293844,
dnQualifier=Ragin Ravindrabhai,
email=ragin@studio.inc,
serial=2926257730968306,
c=IN, o=Personal, ou=RS&S,
email=ragin@studio.inc,
postalCode=401304,
serial=44446, cn=Ragin Ravindrabhai
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Training and Placement Cell

APPENDIX

Compensation & Benefits

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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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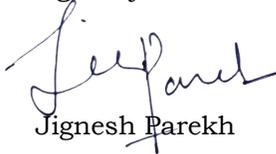
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serial = 1224992811454293844,
email = Ragin.Ravindrabhai@swarnim.edu.in,
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Training and Placement Cell

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Architectural Services Head

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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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Fuel and Maintenance	39,600**
LTA	60,000
Annual Gift	5,000
Education allowance	2400
Hostel expenses	7,200

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Innovation, ou = Ragin, email =
ragin@nodeurbanlab.com, ou =
Node Urban Lab, postalCode = 380015,
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Training and Placement Cell



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Jignesh Parekh

Architectural Services Head

customerrelations@studio.inc



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email=ragin@studio.inc, ou=Special Office,
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serialNumber=2926225770966036,
serialNumber=42736644446, cn=Ragin Ravindrabhai
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Date: 2024.10.10 16:45:46 +05'30'



Training and Placement Cell

Date: 11th February 2023
 To: Anjali Gyaneshwar Patil
 Re: Letter of Appointment

Dear Anjali Gyaneshwar Patil,

With reference to your interview with us, we are pleased to appoint you as Operations-Executive in our organization. We are happy to have you joining our team and we look forward to a long and mutually beneficial association with you. Your date of Joining will be **3rd April 2023**.

As Operations Executive, your working hours will be Sunday to Thursday 10:30 AM to 8:00 PM. Also, Saturday will be a half day (10:00 AM to 1:30 PM). In Back office, you will report to **Mr. Haneef Ahmed Shaik - Operations Director**

Your Compensation and Benefits structure is given below for your reference:

Monthly Component	Rupees (Rs)
Basic	10,000
HRA (a) 40% of Basic	4000
Medical Allowance	1250
LTA	1400
Special Allowance	7550
Conveyance Allowance	800
Monthly Total	25000
Monthly Earning Annualized	3,00,000
Social Security and Statutory Benefits	PF+ Gratuity+ Medical Insurance
Monthly Employee Deduction	
PT	200
PF	1200

As a part of your Non-monetary benefit, you'll be provided Lunch on all Full Working days.

There will be a Probationary period of 6 months; after the successful completion of which, you will be confirmed depending on your performance.

Please acknowledge your acceptance of the above offer.

Sincerely,



Shamshuddin Ali,
 (General Manager)

Acknowledged By:


 Anjali Gyaneshwar Patil



Date: 11th February 2023
 To: Shubham Satish Singh
 Re: Letter of Appointment

Dear Shubham Satish Singh,

With reference to your interview with us, we are pleased to appoint you as Operations-Executive in our organization. We are happy to have you joining our team and we look forward to a long and mutually beneficial association with you. Your date of Joining will be **3rd April 2023**.

As Operations Executive, your working hours will be Sunday to Thursday 10:30 AM to 8:00 PM. Also, Saturday will be a half day (10:00 AM to 1:30 PM). In Back office, you will report to **Mr. Haneef Ahmed Shaik - Operations Director**

Your Compensation and Benefits structure is given below for your reference:

Monthly Component	Rupees (Rs)
Basic	10,000
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Monthly Total	25000
Monthly Earning Annualized	3,00,000
Social Security and Statutory Benefits	PF+ Gratuity+ Medical Insurance
Monthly Employee Deduction	
PT	200
PF	1200

As a part of your Non-monetary benefit, you'll be provided Lunch on all Full Working days.

There will be a Probationary period of 6 months; after the successful completion of which, you will be confirmed depending on your performance.

Please acknowledge your acceptance of the above offer.

Sincerely,



Shamshuddin Ali,
 (General Manager)

Acknowledged By:

 Shubham Satish Singh



Date: 11th February 2023
 To: Aadesh Omprakash Patel
 Re: Letter of Appointment

Dear Aadesh Omprakash Patel,

With reference to your interview with us, we are pleased to appoint you as Operations-Executive in our organization. We are happy to have you joining our team and we look forward to a long and mutually beneficial association with you. Your date of Joining will be **3rd April 2023.**

As Operations Executive, your working hours will be Sunday to Thursday 10:30 AM to 8:00 PM. Also, Saturday will be a half day (10:00 AM to 1:30 PM). In Back office, you will report to **Mr. Haneef Ahmed Shaik - Operations Director**

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There will be a Probationary period of 6 months; after the successful completion of which, you will be confirmed depending on your performance.

Please acknowledge your acceptance of the above offer.

Sincerely,



Shamshuddin Ali,
 (General Manager)

Acknowledged By:

Aadesh Omprakash Patel



Date: 11th February 2023
 To: Hiral Dineshbhai Prajapati
 Re: Letter of Appointment

Dear Hiral Prajapati,

With reference to your interview with us, we are pleased to appoint you as Operations-Executive in our organization. We are happy to have you joining our team and we look forward to a long and mutually beneficial association with you. Your date of Joining will be **3rd April 2023.**

As Operations Executive, your working hours will be Sunday to Thursday 10:30 AM to 8:00 PM. Also, Saturday will be a half day (10:00 AM to 1:30 PM). In Back office, you will report to **Mr. Haneef Ahmed Shaik - Operations Director**

Your Compensation and Benefits structure is given below for your reference:

Monthly Component	Rupees (Rs)
Basic	10,000
HRA (a) 40% of Basic	4000
Medical Allowance	1250
LTA	1400
Special Allowance	7550
Conveyance Allowance	800
Monthly Total	25000
Monthly Earning Annualized	3,00,000
Social Security and Statutory Benefits	PF+ Gratuity+ Medical Insurance
Monthly Employee Deduction	
PT	200
PF	1200

As a part of your Non-monetary benefit, you'll be provided Lunch on all Full Working days.

There will be a Probationary period of 6 months; after the successful completion of which, you will be confirmed depending on your performance.

Please acknowledge your acceptance of the above offer.

Sincerely,



Shamshuddin Ali,
 (General Manager)

Acknowledged By:

Hiral Dineshbhai Prajapati



Date: 11th February 2023
 To: Yadav Sachin Surendrabhai
 Re: Letter of Appointment

Dear Yadav Sachin,

With reference to your interview with us, we are pleased to appoint you as Operations-Executive in our organization. We are happy to have you joining our team and we look forward to a long and mutually beneficial association with you. Your date of Joining will be **3rd April 2023**.

As Operations Executive, your working hours will be Sunday to Thursday 10:30 AM to 8:00 PM. Also, Saturday will be a half day (10:00 AM to 1:30 PM). In Back office, you will report to **Mr. Haneef Ahmed Shaik - Operations Director**

Your Compensation and Benefits structure is given below for your reference:

Monthly Component	Rupees (Rs)
Basic	10,000
HRA (a) 40% of Basic	4000
Medical Allowance	1250
LTA	1400
Special Allowance	7550
Conveyance Allowance	800
Monthly Total	25000
Monthly Earning Annualized	3,00,000
Social Security and Statutory Benefits	PF+ Gratuity+ Medical Insurance
Monthly Employee Deduction	
PT	200
PF	1200

As a part of your Non-monetary benefit, you'll be provided Lunch on all Full Working days.

There will be a Probationary period of 6 months; after the successful completion of which, you will be confirmed depending on your performance.

Please acknowledge your acceptance of the above offer.

Sincerely,



Shamshuddin Ali,
 (General Manager)

Acknowledged By:

 Yadav Sachin Surendrabhai



Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Gross Salary	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		590400

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Probation

You will be in probation period of 21 Days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall




Training and Placement Cell

Ragini
Ravindra
hai Shah
Dr. C. P. S. Personal
4073664446, cm: Ragini Ravindrahai
Date: 2024.10.10 10:45:46 -05'30

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Gross Salary	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		590400

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Probation

You will be in probation period of 21 Days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall


Training and Placement Cell



assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

1. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

2. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company.

3. Termination of Service:

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

4. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



“I hereby accept this offer and I Confirm that I have signed out of the placement process”


Training and Placement Cell

Signature

Date



Ragin
Ravindrab
hai Shah

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DN: c=IN, o=Personal, ou=0005,
email=Ragin.Ravindrabhai@swarnim.edu,
ou=0005, ou=0005, ou=0005,
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WINSPARK INNOVATIONS LEARNING PVT
LTD.

1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
<http://www.planetspark.in>

Appointment Letter

Date: 07/07/2023

To

Itankar Mihir Ishwarbhai

Employee Code: _PS0428

Dear Mihir,

Sub: Appointment Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2023**. You will be working from home. Shift timings will be 09:30am to 06:30pm

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above



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Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
DN: c=IN, o=Personal, ou=, email=ragin@planet
spark.in, cn=Ragin Ravindrabhai
1142110446, email=ragin@planet
spark.in, postalCode=800015,
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Training and Placement Cell

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Gross Salary	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		590400

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Probation

You will be in probation period of 21 Days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

3. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall




Training and Placement Cell

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4073664446, csm Ragini Ravindrahai
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Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Gross Salary	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		590400

During first month fixed component will be 20000 INR and second month onwards CTC will be revised according to annexure A.

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

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You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall


Training and Placement Cell



Appointment Letter

28th December, 2022

To,
Pratham Singh

Dear Pratham

This has reference to the interview and discussion we had with you. We are pleased to appoint 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



Training and Placement Cell

I agree to the above terms & conditions _____ Dated _____



Jaro Institute of Technology Management and Research Limited

Registered Office: 11th Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074, India.

Regin
Ravinderab
hai Shah
CIN: U80301MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

www.jaro.in
Phone: +91-22-61439700
Fax: +91-22-61439700
Date: 2024.10.10 10:45:46 -05'30

Appointment Letter

28th December, 2022

To,
Sahil Naresh Chordia

Dear Sahil

This has reference to the interview and discussion we had with you. We are pleased to appoint 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



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Regd. No: MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

Ravi Shah

hai Shah

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

Appointment Letter

28th December, 2022

To,
Pratik Rameshbhai Mehta

Dear Pratik

This has reference to the interview and discussion we had with you. We are pleased to appoint 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



Training and Placement Cell

I agree to the above terms & conditions _____ Dated _____



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Registered Office: 11th Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074, India.

Regin Raviherabhai Shah | MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

Regin Raviherabhai Shah

Regin Raviherabhai Shah
Date: 2024.10.10 10:45:46 -05'30'

Appointment Letter

28th December, 2022

To,
Jeet Sureshbhai Patel

Dear Jeet

This has reference to the interview and discussion we had with you. We are pleased to appoint 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 _____



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Ravinderab
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CIN: U80301MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

www.jaro.in
Phone: +91-22-61439700
Fax: +91-22-61439700
Date: 2024.10.10 10:45:46 -05'30

Appointment Letter

28th December, 2022

To,
Kashyap Dharmendrabhai Patel

Dear Kashyap

This has reference to the interview and discussion we had with you. We are pleased to appoint 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 _____



Jaro Institute of Technology Management and Research Limited

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Regin
Ravinderab
hai Shah
CIN: U80301MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

4073664446; cm: Regin Ravinderabhai
Date: 2024.10.10 10:45:46 -05'30

Appointment Letter from Kotak Mahindra Bank

Candidate Name	Jotiba Ashok Jadhav
Name of Institute	Swarnnim Startup & Innovation University
Date	21-May-2023

We are pleased to appoint you the role of **Relationship officer** at Kotak Mahindra Bank Limited. Your remuneration per annum is **3.50** Lakhs. Your appointment letter giving details of your compensation breakup, benefits and other terms and conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you in the appointment letter.

Your appointment Letter is however subject to:

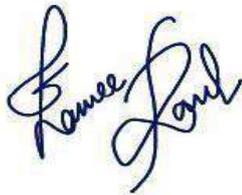
1. Successful completion of your full time management course
2. Being medically fit for employment
3. Reference check as per process of the Bank
4. You are ready to relocate at any location - PAN India and do not have location preferences

Sign a copy of this letter conveying your acceptance.

A hearty congratulations and looking forward to on-board you early next year!

For Kotak Mahindra Bank

Signature of the candidate



Training and Placement Cell



Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin, o = SSI, email = ragin@swarnnim.edu.in, ou = Swarnnim Startup & Innovation University, postalCode = 422001, serialNumber = 2023052117309648206, c = IN, postalCode = 422001
Date: 2023.05.21 10:45:46 +05'30'

Appointment Letter from Kotak Mahindra Bank

Candidate Name	Sadik Achhanali Khan
Name of Institute	Swarnnim Startup & Innovation University
Date	21-May-2023

We are pleased to appoint you the role of **Relationship officer** at Kotak Mahindra Bank Limited. Your remuneration per annum is **3.50** Lakhs. Your appointment letter giving details of your compensation breakup, benefits and other terms and conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you in the appointment letter.

Your appointment Letter is however subject to:

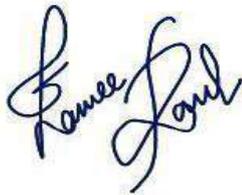
1. Successful completion of your full time management course
2. Being medically fit for employment
3. Reference check as per process of the Bank
4. You are ready to relocate at any location - PAN India and do not have location preferences

Sign a copy of this letter conveying your acceptance.

A hearty congratulations and looking forward to on-board you early next year!

For Kotak Mahindra Bank

Signature of the candidate



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin, o = SSI, email = ragin@swarnnim.com, c = IN, postalCode = 422001, serialNumber = 1, email = ragin@swarnnim.com, cn = Ragin Ravindrabhai Shah
Date: 2024.10.18 10:45:46 +05'30'

Appointment Letter from Kotak Mahindra Bank

Candidate Name	Rathod Aaryan Pareshbhai
Name of Institute	Swarnnim Startup & Innovation University
Date	21-May-2023

We are pleased to appoint you the role of **Relationship officer** at Kotak Mahindra Bank Limited. Your remuneration per annum is **3.50** Lakhs. Your appointment letter giving details of your compensation breakup, benefits and other terms and conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you in the appointment letter.

Your appointment Letter is however subject to:

1. Successful completion of your full time management course
2. Being medically fit for employment
3. Reference check as per process of the Bank
4. You are ready to relocate at any location - PAN India and do not have location preferences

Sign a copy of this letter conveying your acceptance.

A hearty congratulations and looking forward to on-board you early next year!

For Kotak Mahindra Bank

Signature of the candidate



Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Personal, o = 0000,
email = 02498817042@kmbank.com,
c = IN, o = 02498817042@kmbank.com,
ou = 02498817042@kmbank.com,
serialNumber = 02498817042@kmbank.com,
c = IN, o = 02498817042@kmbank.com,
ou = 02498817042@kmbank.com,
Date: 2024.10.10 10:45:46 +05'30'

Dear Panchal Shubh Rajankumar,

Congratulations! We are pleased to provide you an employment opportunity at our organization as “**Management Trainee**” from **4th May 2023**.

Should you accept this job offer, as per our company policies, you'll be under probation for a period of three months from your start date.

During this period the company will invest Rs 4,49,000/- per annum. The Cost-to-the-Company (CTC) is broken up as follows:

Item	Amount
Fixed	
Monthly Salary	23,000/-
Internet Allowance	500/-
Snack Allowance	500/-
Asset reimbursement (Own Device)	1000/-
Variable	
On Completing Your OKRs	12000/-
One time reimbursement	
Valid Life Insurance Reimbursement	1000/-
Valid Health Insurance Reimbursement (Max)	4000/-

During your probationary period, you will also be eligible for 3 personal vacation days (excluding Sundays and National Holidays). Subsequent to the successful completion of the 3 months probationary period, your offer may be amended. This amendment will be based on your performance in the probationary period. The details of this compensation package will be communicated to you on your joining.

Do feel free to call us if you have any further questions or need more information.

Revert to this mail confirming your acceptance by the 30th of March 2023. In case you



Training and Placement Cell

do not reply back confirming your acceptance by the scheduled date, this position will be offered to the next eligible candidate.

Congratulations and welcome to the team!

Sincerely,



Priya L

Program Director

PH: 9986081810



Training and Placement Cell

Dear Parmar Sneh Pravinbhai,

Congratulations! We are pleased to provide you an employment opportunity at our organization as “**Management Trainee**” from **4th May 2023**.

Should you accept this job offer, as per our company policies, you'll be under probation for a period of three months from your start date.

During this period the company will invest Rs 4,49,000/- per annum. The Cost-to-the-Company (CTC) is broken up as follows:

Item	Amount
Fixed	
Monthly Salary	23,000/-
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Asset reimbursement (Own Device)	1000/-
Variable	
On Completing Your OKRs	12000/-
One time reimbursement	
Valid Life Insurance Reimbursement	1000/-
Valid Health Insurance Reimbursement (Max)	4000/-

During your probationary period, you will also be eligible for 3 personal vacation days (excluding Sundays and National Holidays). Subsequent to the successful completion of the 3 months probationary period, your offer may be amended. This amendment will be based on your performance in the probationary period. The details of this compensation package will be communicated to you on your joining.

Do feel free to call us if you have any further questions or need more information.

Revert to this mail confirming your acceptance by the 30th of March 2023. In case you



Training and Placement Cell

Lumos Learning India Pvt. Ltd. #548, 3rd Cross, Balaji Layout, Vajarahalli Village, Uttarahalli Hobli, Bangalore - 560062

Ragin Ravindrabhai Shah
Phone: +91 9986081810

Email: info@lumoslearning.in URL: www.lumoslearning.in



Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Bhoyan Rathod, o=Swarnim Startup & Innovation University, email=Ragin.Ravindrabhai.Shah@swarnim.edu.in, postalCode=560015
c=IN
serialNumber=D2362297730968206
serialNumber=D2362297730968206
407646446, cn=Ragin Ravindrabhai Shah
Date: 2024.10.16 10:43:46 +05'30'

do not reply back confirming your acceptance by the scheduled date, this position will be offered to the next eligible candidate.

Congratulations and welcome to the team!

Sincerely,



Priya L

Program Director

PH: 9986081810



Training and Placement Cell

Dear Prasad Dagriya,

Congratulations! We are pleased to provide you an employment opportunity at our organization as “**Management Trainee**” from **4th May 2023**.

Should you accept this job offer, as per our company policies, you'll be under probation for a period of three months from your start date.

During this period the company will invest Rs 4,49,000/- per annum. The Cost-to-the-Company (CTC) is broken up as follows:

Item	Amount
Fixed	
Monthly Salary	23,000/-
Internet Allowance	500/-
Snack Allowance	500/-
Asset reimbursement (Own Device)	1000/-
Variable	
On Completing Your OKRs	12000/-
One time reimbursement	
Valid Life Insurance Reimbursement	1000/-
Valid Health Insurance Reimbursement (Max)	4000/-

During your probationary period, you will also be eligible for 3 personal vacation days (excluding Sundays and National Holidays). Subsequent to the successful completion of the 3 months probationary period, your offer may be amended. This amendment will be based on your performance in the probationary period. The details of this compensation package will be communicated to you on your joining.

Do feel free to call us if you have any further questions or need more information.

Revert to this mail confirming your acceptance by the 30th of March 2023. In case you



Training and Placement Cell

Dear Mitva Pankajkumar Changela,

Congratulations! We are pleased to provide you an employment opportunity at our organization as “**Management Trainee**” from **4th May 2023**.

Should you accept this job offer, as per our company policies, you'll be under probation for a period of three months from your start date.

During this period the company will invest Rs 4,49,000/- per annum. The Cost-to-the-Company (CTC) is broken up as follows:

Item	Amount
Fixed	
Monthly Salary	23,000/-
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Asset reimbursement (Own Device)	1000/-
Variable	
On Completing Your OKRs	12000/-
One time reimbursement	
Valid Life Insurance Reimbursement	1000/-
Valid Health Insurance Reimbursement (Max)	4000/-

During your probationary period, you will also be eligible for 3 personal vacation days (excluding Sundays and National Holidays). Subsequent to the successful completion of the 3 months probationary period, your offer may be amended. This amendment will be based on your performance in the probationary period. The details of this compensation package will be communicated to you on your joining.

Do feel free to call us if you have any further questions or need more information.

Revert to this mail confirming your acceptance by the 30th of March 2023. In case you



Training and Placement Cell

Lumos Learning India Pvt. Ltd. #548, 3rd Cross, Balaji Layout, Vajarahalli Village, Uttarahalli Hobli, Bangalore - 560062

Ragin Ravindrabhai Shah
Phone: +91 9986081810

Email: info@lumoslearning.in URL: www.lumoslearning.in



do not reply back confirming your acceptance by the scheduled date, this position will be offered to the next eligible candidate.

Congratulations and welcome to the team!

Sincerely,



Priya L

Program Director

PH: 9986081810



Training and Placement Cell



WINSPARK INNOVATIONS LEARNING PVT
LTD.

1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
<http://www.planetspark.in>

Appointment Letter

Date: 07/07/2023

To
Divyaraj Ashokdanji Gadhvi

Employee Code: _PS0431

Dear Divyaraj,

Sub: Appointment Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **05 October 2023**. You will be working from home. Shift timings will be 09:30am to 06:30pm

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above


Training and Placement Cell



Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c = IN, o = Personal, ou = 8095,
email = ragin@swamis.in, cn = Ragin
Ravindrabhai Shah
1.4.1.1 = sha1, email = ragin@swamis.in,
1.3.6.1.4.1.3 = sha1, postalCode = 800015,
+country
serialNumber = 2926272730968306,
serialNumber = 4073664446, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30

06. SEVERANCE OF EMPLOYEMENT:

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

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

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

07. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

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

08. DUTIES AND OBLIGATIONS:

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

- f. You will be directly reporting to Director/ Head of Department of the College and will be responsible for any assignment such as teaching, research, institution building, hostel supervision, personality development, placement activities, entrepreneurship programs, institute publication, academic administration, etc. as given by the HOD from time to time.
- g. Keeping in view the academic ethics and the future of the students, you are expected not to leave or resign from your services in the mid of any session.
- h. In addition to feedback and appraisal, your performance will be evaluated on the basis of set targets.
- i. You will be present in the College at allotted work place during the working hours. You may also be required to devote time during the off hours/Sundays/Holidays etc. for curricular/co-curricular/extra-curricular work for which no additional compensation will be admissible
- j. The College expects you to work with a high standard of ethical practices, initiative and efficiencies, during your employment. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the College and those in authority over you.
- k. You agree to follow & comply with all the internal regulations, guidelines and policies of the College. You also accept the obligation to be in full compliance of all statutory laws & regulations for & on behalf of the College as may be so expected or desired including the Cyber, IPR & other laws so as not to in any manner prejudice the rights and interests of the College.
- l. You will not, unless specifically authorized by your superior officer in writing, give any interview in any newspaper, magazine or write to press or media (print or electronic).

09. GENERAL:

- a. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- b. You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent by us to you, on your last recorded address / address as indicated above, shall be deemed to have been served upon you.
- c. The present designation is subject to change depending upon work assignment from time to time.



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c = IN, o = Personal, ou = SIO,
email = ragin@swarnim.edu.in, cn = Ragin
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Training and Placement Cell

06. SEVERANCE OF EMPLOYEMENT:

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

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

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

07. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

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

08. DUTIES AND OBLIGATIONS:

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

- f. You will be directly reporting to Director/ Head of Department of the College and will be responsible for any assignment such as teaching, research, institution building, hostel supervision, personality development, placement activities, entrepreneurship programs, institute publication, academic administration, etc. as given by the HOD from time to time.
- g. Keeping in view the academic ethics and the future of the students, you are expected not to leave or resign from your services in the mid of any session.
- h. In addition to feedback and appraisal, your performance will be evaluated on the basis of set targets.
- i. You will be present in the College at allotted work place during the working hours. You may also be required to devote time during the off hours/Sundays/Holidays etc. for curricular/co-curricular/extra-curricular work for which no additional compensation will be admissible
- j. The College expects you to work with a high standard of ethical practices, initiative and efficiencies, during your employment. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the College and those in authority over you.
- k. You agree to follow & comply with all the internal regulations, guidelines and policies of the College. You also accept the obligation to be in full compliance of all statutory laws & regulations for & on behalf of the College as may be so expected or desired including the Cyber, IPR & other laws so as not to in any manner prejudice the rights and interests of the College.
- l. You will not, unless specifically authorized by your superior officer in writing, give any interview in any newspaper, magazine or write to press or media (print or electronic).

09. GENERAL:

- a. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- b. You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent by us to you, on your last recorded address / address as indicated above, shall be deemed to have been served upon you.
- c. The present designation is subject to change depending upon work assignment from time to time.

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Training and Placement Cell



Please submit the following documents, if not submitted earlier.

1. Certificates in support of your educational and professional qualifications, experience, date of birth and other testimonials.
2. Three copies of your recent passport size photographs with light blue background.
3. Relieving/ Experience letter from your last employer in case you are/were employed.
4. Copy of PAN Card.
5. Address Proof.
6. Medical Fitness Certificate

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

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

Sincerely yours,

Sachin Kumar Goel
(Vice President)

For Tech Mahindra Limited,



Jegapriyan V
Group Function Head- Human Resources

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

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



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email=ragin_ravindrabhai@rediffmail.com,
ou=RSK, email=ragin_ravindrabhai@rediffmail.com,
ou=RSK, postalCode=500015,
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Training and Placement Cell

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

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

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

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

09. GENERAL:

- a. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- b. You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent by us to you, on your last recorded address / address as indicated above, shall be deemed to have been served upon you.
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email = ragin@rediffmail.com, cn = Ragin Ravindrabhai
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Training and Placement Cell





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:

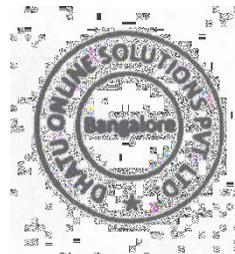
Contact No.: **7899992200**

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



Dhatu Online Solutions Pvt. Ltd. | CIN NO: U74999KA2019PTO27062 | GSTN: 29AAHCD3849E1ZH | www.dhatuonline.com

Office No 3B, 1st Floor, No 4, Raaghvendra Layout, Tumkur Main Road, Yeswantpur, Bengaluru-560022 | Email: info@dhatuonline.com | Contact no: +91 7899001100, +91 7899003399

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DN: c=IN, o=Person, ou=D-076,

email=dhatuonline@dhatuonline.com,

cn=Ragin Ravindraharsh

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Date: 2023.10.18 10:45:46 +0530



To,
Barot Shivamkumar Manojbhai

11/March/2023
Bangalore

Sub: Appointment Letter.

Dear Barot Shivamkumar Manojbhai ,

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.** Detail breakup 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 **1st April 2023** & 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



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Personal Use Only
Dhatu Online Solutions Pvt. Ltd.
CIN: U74999KA2019PTO27062
GSTIN: 29AAHCD3849E1ZH
www.dhatuonline.com

Dhatu Online Solutions Pvt. Ltd. | CIN NO: U74999KA2019PTO27062 | GSTN: 29AAHCD3849E1ZH | www.dhatuonline.com
1st floor, No 4, Rajivendra Layout, Tumkur Main Road, Yeswantpur, Bengaluru-S60022 | Email: info@dhatuonline.com | Contactno: +91 7899001100, +91 7899003399



Annexure-1

Students are requested to bring the following documents in original, along with two photocopies of each.

Required documents:

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- 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:

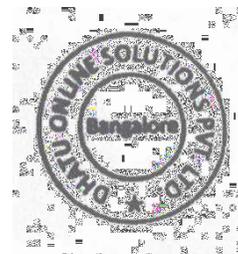
Contact No.: **7899992200**

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



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Date: 24-5-2023

Subject: Appointment Letter

Dear Patel Keyurkumar Maheshbhai,

Heartiest Congratulations to you!

HDFC Life is delighted to appoint you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of
HDFC Life Insurance Company Limited

Sushil Chander
Vice President – Human Resources



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Training and Placement Cell

Annexure 1

Date: 24-05-2023
Name: Patel Keyurkumar Maheshbhai
Designation: Executive Trainee
Band: J2

CTC STRUCTURE		
Components	Per Annum	Per Month
(I) Fixed Pay		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
(II) Reimbursements		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
Total Fixed Pay and Reimbursements	437,512	36,460
(III) Retirals		
Provident Fund	21,600	
Gratuity	6,888	
(IV) Valued Benefits		
Group Insurance Benefit	9,000	
Fixed Cost to Company (FCTC)	475,000	

Other Benefits (as per prevalent Company Policy):
Group Term Insurance: Term cover of INR 12,00,000 Mediclam: INR2,00,000 for self and dependents



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Training and Placement Cell



Private and Confidential

07-05-2023

Amin Ekta Narayanbhai

Appointment Letter

Dear Amin Ekta Narayanbhai

We are glad to appoint you the position of “**Sr. Executive Corporate Sales**” at our **Bangalore** Office, on the following terms and conditions.

You will be reporting to **Mr. Cassius Cleetus** in this role.

Your date of appointment will be 19.05.2023 This offer is valid for a week from the date of Issue.

We are pleased to inform you that your starting salary would be as per the Annexure – 1.

1. Emoluments & Benefits

1.1. Compensation

Your annual Cost-to-Company (CTC) would be INR. 4,30,000/- (Rupees Four lakhs thirty Lakhs Only). The details of your remuneration are as detailed in Annexure -1. Your annual emolument will be inclusive of Employer’s contribution to provident fund. Income tax and statutory deductions are applicable as per law in India and to be borne by the employee.

1.2. Leave

1.2.1. You will be entitled to 22 earned leaves (EL) (prorated from the Date of joining) and 12 Sick Leaves (prorated from date of joining).

1.2.2. Apart from these you will have 8 national holidays and 2 restricted holidays.

1.2.3. The Company’s leave year runs from 1st Jan to 31st Dec and run in conjunction with the company accounting period. If your employment has commenced or terminates part way through the leave year, your entitlement to leave during that year will be assessed on a pro rata

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Apartment,

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www.fancymonk.com



hello@fancymonk.com



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basis. Deductions from final salary due to you on separation of employment will be made in respect of any holidays taken in excess of entitlement.

2. Employment Terms and conditions

2.1. Hours of work

2.1.1. Your normal hours of work are from 10:00 am to 7:00 pm, Monday to Saturdays, excluding public holidays. You may be required to work additional time based on business requirements. It may not always be possible to give you notice of such a requirement.

2.1.2. You will be required to comply with any time keeping or record-keeping scheme existing or to be introduced by the Company.

2.2. Probation period

You will be on probation for an initial period of 3 months. Your performance and suitability for continued employment will be assessed by the end of the probation period.

2.3. Transfer

You will initially be posted at **Bangalore**. However, the Company may at its sole discretion, transfer or assign you to work any time from one job to another, from one post to another, from one department/section to another, owned, operated or managed by the company, or any of its associated companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the establishment to which you are transferred.

2.4. Exclusiveness

You will be in the exclusive employment of the company and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, interests of the company in any manner.

2.5. Retirement

You will automatically retire from the services of the company on attaining 65 years of age unless the management gives an extension in writing. For this purpose, the official record of your date of birth available with the company will be treated as conclusive proof of your age.

2.6. Termination of Service

Your employment can be terminated with a two months' notice from either side, on completion of probation. During probation, the notice period for separation will be one month from either side.

2.7. Background Verification

The offer or employment is contingent upon successful completion of all paperwork such as references, employment verification and a background check. Your services shall be terminated

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



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+91 – 973 968



Appointment Letter

16-04-2023

Dear **Purohit Diya Nareshkumar**

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 **20-04-2023**.

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 **20-04-2023**.

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

Anand Prakash
Director & Co-

founder

Vedantu Innovations Pvt. Ltd.

[Signature]
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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email=ragin_ravindrabhai@vedantu.com,
serial=1024544444, cn=Ragin Ravindrabhai
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c=India,
serialNumber=02360279778968526,
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Appointment Letter

16-04-2023

Dear **Raval Kanya Ajaykumar**

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 **20-04-2023**.

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 **20-04-2023**.

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- 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

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CIIN: U72900KA2011PTC060958

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



6th April, 2023

Ms. Shrimali Vishakha Pravinkumar ,

Subject: Appointment Letter

Dear Ms. Shrimali Vishakha Pravinkumar,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th April, 2023** 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 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
5. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
6. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
7. Copy of Aadhar Card
8. Copy of Pan Card
9. Experience certificates, as applicable
10. Relieving letter from your present employer, as applicable
11. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on **15th April 2023** 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.


Amresh Mishra


Training and Placement Cell

Shrimali Vishakha Pravinkumar



Appointment Letter

28th December, 2022

To,
Jha Khushbu Sanjivkumar

Dear Khushbu

This has reference to the interview and discussion we had with you. We are pleased to appoint 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 _____



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=Jaro Education, email=jaro@jaroeducation.com, cn=Ragin Ravindrabhai Shah
Date: 2022.12.28 10:45:46 +05'30'



Appointment Letter

28th December, 2022

To,
Delvadiya Jenil Ashvinbhai

Dear Jenil

This has reference to the interview and discussion we had with you. We are pleased to appoint 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 _____



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Ravindrab
hai Shah

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Date: 2022.12.28 10:45:46 +05'30'



Appointment Letter

28th December, 2022

To,
Bhabhera Hardik Babubhai

Dear Hardik

This has reference to the interview and discussion we had with you. We are pleased to appoint 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
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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 _____



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=Jaro Education, email=Ragin.Ravindrabhai.Shah@jaroeducation.com, cn=Ragin Ravindrabhai Shah


Training and Placement Cell!



Letter of Intent-Final Placement

January 07, 2023

Dear Parth Gondaliya,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd. as follows:

Position-Executive-Client Acquisition

CTC- 3,30,000/-LPA

Location-Pan India

Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the Documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer & your appointment thereafter at any time.

Yours Sincerely,

Prerna Haleja

AVP-Human Resources

Training and Placement Cell



Ragin
Ravindrabhai
Shah



Documents required for issuing the offer letter

We request you to send the below listed documents at neha4@indiamart.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

- 1) PAN Card (Please apply if you do not possess one and share acknowledgement with us)
- 2) Aadhar Card (Please apply if you do not possess one and share acknowledgement with us)
- 3) Valid Driving License and 2-Wheeler RC
- 4) 10th Marksheet
- 5) 12th Marksheet
- 6) All semester wise mark sheet for Graduation (in case of any backlog, please share all mark sheets)
- 7) All semester wise mark sheet for Post-Graduation
- 8) No Objection Certificate from College/Institute or Provisional Degree

Note: LOI have been shared to you basis of information shared by you at the time of interview, however if any discrepancy found during the document check/joining offer stand void

Should you have any queries, please feel free to contact Ms. Neha Bhargava @9871599987

I accept the terms conditions of this offer

(Candidate's Signature)
Name and Date


Training and Placement Cell



Ragin
Ravindrab
hai Shah

SPECTRUM TALENT MANAGEMENT

- Kindly sign the copy of this letter as a token of acceptance of this offer. A detailed Letter of Appointment setting out terms and conditions of your appointment shall be issued to you after your completing the joining formalities.
- On the day of joining, please carry all your original documents along with you for physical verification as below with the acceptance of this offer letter.

1. Offer Letter
2. Proof of age (birth certificate/ class 10th certificate)
3. Proof of all qualification
4. Proof of Permanent Address (Anyone -Voter Id Card/ Driving License/ Aadhar Card/ Electricity bill/ Bank statement)
5. Aadhar Card
6. Identity Proof (Anyone -Passport/ Permanent Driving license/ Voter ID)
7. PAN Card
8. Relieving letter/ Experience letter/ Letter of Appointment along with Resignation Letter from all previous employers
9. Latest salary slip / Bank statement reflecting Salary credit from Employer (if applicable)
10. 4 recent passport size photographs
11. Cancel Cheque Copy or Bank Statement (Existing Saving Account)

- Please Note -It is mandatory to get all the original documents verified within 4 weeks from your Date of joining. In case of failure, your employment will be terminated with immediate effect.
- Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer & your appointment thereafter at any time.

We wish you all the best!!

With warm regards

For Spectrum Talent Management.

Candidate Acceptance

For Spectrum Talent Management Pvt. Ltd.

Spectrum Talent Management Pvt. Ltd.

Authorized Signatory


Training and Placement Cell

(Signature)

C - 142, SECTOR 63, NOIDA - 201301, TEL - 0120 - 3384800 - 900

VISIT US : WWW.SPECTRUMTALENT.CO.IN

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Ragin
Ravindrab
hai Shah

Doc. No. Personal: 156-400,
personal: 0296801564291564
(S)SecOffice
C-142, Sector-63, Noida, Uttar Pradesh
pin: 201301, Dist: Gautam Buddha Nagar
201301, postal code: 201301,
in: india
serialNumber: 0296801564291564
SerialNumber: 0296801564291564
417666448, in: Ragin Ravindrabhai
Shah
Date: 2024-10-10 10:45:46 -05'30'



Annexure - I

Name: Parth Gondaliya

Designation: Executive

Salary - Break up		
Component	Monthly (Rs)	Annual (Rs)
Basic	21010	252120
HRA	6490	77880
Monthly Fixed Total	27500	330000

*Please note that the above-mentioned salary is inclusive of the deductions as per statutory requirements.

*Income Tax deductions, if applicable will be as per the Income Tax Act, 1961.

*PT and LWF will be applicable as per state rule

*You are entitled to a retiral benefit of gratuity as per the provision of "Pay indicated is equivalent to 15 days' basic salary on a basis of 26 days in a month, for every completed year, as part thereof, more than 6 months. The payment shall be contingent upon continuous service of 5 years with the Company.

*** Group Medical Insurance:**

You will be entitled to Medical Insurance Coverage as per company policy.

*** Group Accidental Insurance:**

You will be entitled to Accidental Insurance Coverage as per company policy.

*** Group Term Insurance:**

You will be entitled to Term Insurance Coverage as per company policy.

NOTE: This Statement is only for the purpose of information and is illustrative in nature.

For Spectrum Talent Management Pvt. Ltd.

Candidate Acceptance

(Authorized Signatory)

(Signature)

C - 142, SECTOR 63, NOIDA - 201301
 VISIT US - WWW.SPECTRUMTALENT.CO.IN

Training and Placement Cell

RPO Executive Search Flexi Staffing Payroll



Ragin
 Ravindrab
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 DN: cn=B, o=Personal, ou=005,
 postalCode=0240081, email=Ragin.Ravindrabhai.Shah@swamistartup.com,
 serial=154, c=IN, email=ragin.ravindrabhai@swamistartup.com,
 o=Swami Startup & Innovation University,
 ou=005, postalCode=0240081,
 serial=154,
 email=ragin.ravindrabhai@swamistartup.com,
 postalCode=0240081, cn=Ragin Ravindrabhai Shah,
 Date: 2024.11.16 16:45:46 +05'30'

Appointment Letter

28th December, 2022

To,
Bhatt Abhishek Yogeshchandra

Dear Abhishek

This has reference to the interview and discussion we had with you. We are pleased to appoint 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
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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 _____



Jaro Institute of Technology Management and Research Limited

Registered Office: 11th Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074, India.

Regin
Ravinderab
hai Shah
PIN: 400030 | MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

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Ravinderab
hai Shah
Date: 2022.11.10 10:45:46 -05'30



Training and Placement Cell

Appointment Letter

28th December, 2022

To,
Bhatt Abhishek Yogeshchandra

Dear Abhishek

This has reference to the interview and discussion we had with you. We are pleased to appoint 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".

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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 _____



Jaro Institute of Technology Management and Research Limited

Registered Office: 11th Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074, India.

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Ravinderab
hai Shah
CIN: U80301MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

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Ravinderab
hai Shah
Date: 2024.10.10 10:45:46 -05'30

Appointment Letter

28th December, 2022

To,
Bhatt Abhishek Yogeshchandra

Dear Abhishek

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Find below compensation details:

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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
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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



Training and Placement Cell

I agree to the above terms & conditions _____ Dated _____



Jaro Institute of Technology Management and Research Limited

Registered Office: 11th Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074, India.

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Ravinderabhai
hai Shah
PIN: 400301MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: comp@jaro.in

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Ravinderabhai
hai Shah
Date: 2024.10.10 10:45:46 -05'30

SPECTRUM TALENT MANAGEMENT

Kindly sign the copy of this letter as a token of acceptance of this offer. A detailed Letter of Appointment setting out terms and conditions of your appointment shall be issued to you after your completing the joining formalities.

On the day of joining, please carry all your original documents along with you for physical verification as below with the acceptance of this offer letter.

1. Offer Letter
2. Proof of age (birth certificate/ class 10th certificate)
3. Proof of all qualification
4. Proof of Permanent Address (Anyone -Voter Id Card/ Driving License/ Aadhar Card/ Electricity bill/ Bank statement)
5. Aadhar Card
6. Identity Proof (Anyone -Passport/ Permanent Driving license/ Voter ID)
7. PAN Card
8. Relieving letter/ Experience letter/ Letter of Appointment along with Resignation Letter from all previous employers
9. Latest salary slip / Bank statement reflecting Salary credit from Employer (if applicable)
10. 4 recent passport size photographs
11. Cancel Cheque Copy or Bank Statement (Existing Saving Account)

- Please Note -It is mandatory to get all the original documents verified within 4 weeks from your Date of joining. In case of failure, your employment will be terminated with immediate effect.
- Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer & your appointment thereafter at any time.

We wish you all the best!!

With warm regards

For Spectrum Talent Management.

Candidate Acceptance

[Handwritten Signature]
Authorized Signatory

Authorized Signatory

(Signature)

C - 142, SECTOR 63, NOIDA - 201301, TEL-0120-3384800-900

VISIT US: WWW.SPECTRUMTALENT.COM

RPO | Executive Search | Flexi Staffing | Payroll



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=005, email=raginrathod@gmail.com,
cn=Ragin Ravindrabhai Shah
1.4.1.3=10401, email=raginrathod@gmail.com,
serial=1489, postalCode=201301, postalCode=201301,
c=IN, o=Personal,
serialNumber=2700257770966036,
serialNumber=131811110200000000,
4070604446, cn=Ragin Ravindrabhai Shah
Date: 2024.11.10 10:45:46 +05'30'

Training and Placement Cell

Annexure - I

Name: Patel Dhruvkumar Dipakbhai
Designation: Executive

Salary - Break up		
Component	Monthly (Rs)	Annual (Rs)
Basic	21010	252120
HRA	6490	77880
Monthly Fixed Total	27500	330000

Please note that the above-mentioned salary is inclusive of the deductions as per statutory requirements.

*Income Tax deductions, if applicable, will be as per the Income Tax Act, 1961.

*PT and LWF will be applicable as per state rule

*You are entitled to a retiral benefit of gratuity as per the provision of "Pay indicated is equivalent to 15 days' basic salary on a basis of 26 days in a month, for every completed year, as part thereof, more than 6 months. The payment shall be contingent upon continuous service of 5 years with the Company.

** Group Medical Insurance:

You will be entitled to Medical Insurance Coverage as per company policy.

Group Accidental Insurance:

You will be entitled to Accidental Insurance Coverage as per company policy.

Group Term Insurance:

You will be entitled to Term Insurance Coverage as per company policy.

NOTE: This Statement is only for the purpose of information and is illustrative in nature.

For Spectrum Talent Management Pvt. Ltd.

Candidate Acceptance

[Handwritten Signature]

(Authorized Signatory)

(Signature)

[Handwritten Signature]
Training and Placement Cell

C-142, SECTOR 63, NOIDA - 201301, TEL - 0120 - 3384800 - 900

VISIT US | WWW.SPECTRUMTALENT.CO.IN



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Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Rastogi
DN: c=IN, o=Person, ou=HR,
email=Spectrum@SpectrumTalent.com,
cn=Ragin Rastogi
Serial: 1, Reason: I am approving this document
Date: 2024.10.10 10:45:46 -05'30



Letter of Intent-Final Placement

January 07, 2023

Dear Patel Dhruvkumar Dipakbhai,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd. as follows

Position-Executive-Client Acquisition

CTC- 3,30,000/-LPA

Location-Pan India

Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the Documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer & your appointment thereafter at any time

Yours Sincerely,

Prerna Haleja

AVP-Human Resources

Training and Placement Cell



Ragin
Ravindrabhai
Shah

Date: 20th March, 2024

To,
Mr. Siddharth Trivedi
A-201, Maighar Residency,
Opp DPS School, Bopal, Ahmedabad-380058.

Letter of Appointment

Dear Mr. Siddharth,

We are pleased to inform you that you have been appointed as **"Dy. Manager - Human Resource"** in Rao Overseas Consultancy Pvt Ltd with effect from **21st March, 2024**.

You shall be paid an annual remuneration CTC of **Rs.8,53,000/- (Rs. 6,72,000/- is Fixed and Rs. 1,81,000/- is Performance Based Variable Pay)** which shall be subjected to deductions of taxes and other statutory payments as per the applicable law and company's admissible certain law. Salary structures bifurcation shall be as per Annexure - A.

You shall be on probation for a period of Six (6) months. You shall be confirmed in your appointment on successful completion of your probation period.

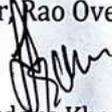
Your employment with the organization shall be governed by the terms and conditions detailed in Annexure - B.

Please find a copy of the terms and conditions governing your appointment and employment attached herewith.

Please submit the duplicate copy of this letter duly signed by you as a confirmation of your acceptance of the same.

Looking forward for a long, happy and fruitful association with you.

For Rao Overseas Consultancy Pvt. Ltd.


Firdaus Khan
Head - HR

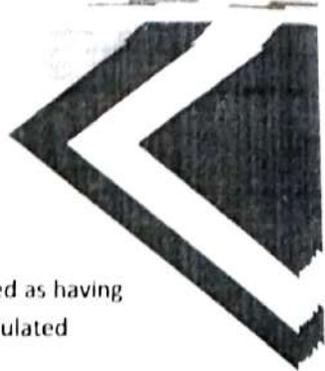

Training and Placement Cell

Ragin

Ravindrab

www.raoconsultants.com

   /raoconsultants



subsidiary, group company outside India by the company, you shall be treated as having bound yourself to serve the company for the deputed period, and for the stipulated

Period thereafter, if any and the same shall be treated as the contract period vis-à-vis contract of service and in such case, you will be governed by the policies of that location.

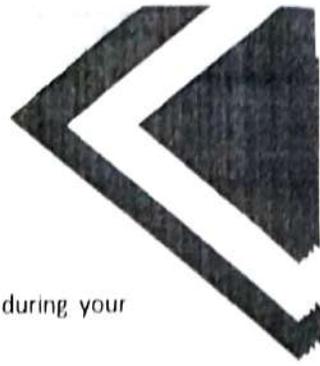
7. You will be on probation for 6 month and commitment for period of 6 month, from the date of joining. Company will put all efforts to nurture and upgrade the skill to desired level. Upon satisfactory performance during the probation period, your employment will be confirmed and communicated to you in writing within one month from the date of completion of your probation. Please note your probation period can be extended if your performance is not satisfactory and/or if the Company comes to know of any negative instances/irregularities and negative information relating to your previous background. Further if you are unable to cope up and your services are not found satisfactory, negative instances/irregularities, you will be terminated without any prior notice or pending pay. Company reserves right to amend any policies & procedures relates to employee at any point of time and by signing this letter you accept to abide all current policies and any future amendments & addendums therein.
8. During your probation period at any time if you wish to leave your employment, you shall be bound to serve 1 month of notice period or must buyout full notice period prior to your leaving the job. Option for serving notice period or notice buy out will be on sole discretion of the company and you hereby abide to the same by accepting and signing this letter. In such cases where you resign during probation on within commitment period, Company reserve right to recover the cost of 54000/- (Rupees Fifty Four Thousand Only) toward cost of your training and time & efforts spent by your seniors, colleagues, managers and others. So, in the event of resigning within commitment/ Probation period you will be bound to pay above amount apart from your notice period.
9. After your probation period, you will be required to give 2 month written notice or 2 month gross salary thereof in case you decide to leave the company. The waiver of notice period fully or partially is at the company's sole discretion; In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of 2 month notice period and not accept the 2 month gross salary.
10. Your resignation shall become effective as soon as the management accept it and your notice period shall start after completing resignation guidelines of the company. The Management shall be competent to withhold its acceptance in respect of resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other reasons. After having elected to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the



FF 34 Magnum Plaza
21 Mt. off Sun Pharma Road,
Rajin
h. Pratham Upvan, Tandajia,
Ravindra
hai Shah

Mob. : +91 7284069607
E-mail : info@solitarystaffing.com
Web : www.solitarystaffing.com

Signature



management. The Company shall be entitled to relieve you at any time during your notice period if there are no pending assignments.

11. In any case you leave the company during or after the probation period without any prior intimation and/or serving the complete notice period and/or completing the written exit formalities, you are liable to compensate company for all efforts put on your training, in bringing awareness and knowledge on technology and projects, by providing platform to build and grow your technical and managerial skills ,by allowing you to work on client business functions and their end client, by providing you healthy social community and helping colleagues, by providing you hygienic environment and infrastructure and by organizing your life by paying you compensation.
12. In case you remain absent without prior sanction or without any written intimation and required documentary proof for 5 days, you will be terminated considering that you are not ready to serve notice period and absconded from the job. Further Company may take legal action for not following resignation clause as mentioned here above and company won't be liable to pay any pending pay, component or any benefits or reimbursement due to loss of revenue, credibility and commitment by the company to client.
13. Working Days: You have to complete your working schedule as per client requirement excluding one-hour lunch/dinner/other breaks. Your shifts timings will be followed by Client guidance and subject to change at any time as per Project-process /client/company requirement. You have to work as per client requirement on client time zones depending on project contingencies and processes, working hour for specific employees or groups of employees may be modified/ altered from time to time. Employee would be required to work in shifts and/or on holidays and weekends or do overtime depending on the nature of the process, depending on client business needs and at various stages of projects like intermediate deliveries, deployment , launch, UAT and other critical stages requiring communication with the clients for which no overtime shall be payable. In the days of power restrictions, power cut for Vadodara, as decided by Electricity Board will be observed, as the other off day and the subsequent week –off or holiday will be working day. Company may call you on Holidays and Weekend breaks, with or without reason as and when required to complete pending work/ training/ discussion / events or for any other work.
14. Holidays & Leaves : The Company observes Indian Holidays per calendar year and it would vary as per client processes , project teams and business needs. You will have to follow Client Leave policy for calendar year. During probation you are not allowed to take any CL or SL however you will be allowed to take up to 3 NPL with scheduled prior approval as per leave policy. Further details are mentioned in leaves policy. This leave structure/ holiday structure may change as per updating in leave policy time by time.



Training and Placement Cell

FF- 34 Magnum Plaza,
Rajin
12 Mtr off Sun Pharma Road,
Ravindrab
B/h. Pravin Ujvan, Tandajja,
hai Shah

Mob. +91 7284069607
E-mail info@solitarystaffing.com
Web www.solitarystaffing.com



25. At Solitary Staffing we offer friendly & supportive working environment, in case you found guilty in any misbehaviour or sexual harassment with any of the staff member, visitors or with any others in and around office building / staff quarter building or any other area company reserve right to terminate you without any notice compensation or pay and can also take suitable police complain and legal action against you.
26. At time of duty if it is found you have taken any kind of prohibited drug, liquors etc. Company reserves right to terminate you without any notice or compensation pay.
27. Company may provide or allow you temporary accommodation however company is not liable or responsible for any personal happenings and consequences including but not limited to any criminal activities, police complain, health issues, accidents, death etc.
28. You are required by the company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the company without any notice, with no liability on the part of the company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination/ resignation by you of your services without the required notice having been given.

You must submit all the below mentioned documents both in Originals as well as photocopies and submit the same at the time of your joining. Original certificates will be returned to you after one month of verification process to your past employer. In case of delay or failure to submit below documents within one week of joining, Company may take disciplinary measures up to termination without notice or compensation.

- Four passport size colour photographs
- Original experience letters, relieving letters, appraisal letters, appointment letters, Form 16 from all previous employers (if you do not have any certificate please convey the HR upfront before acceptance)
- Photocopy of 3 most recent salary slip of your previous employer and last month salary slip from all previous employers along with bank statement reflecting the same for verification
- Original mark sheets of -SSC (10th Equivalent), HSC (12th Equivalent), school leaving certificate, Graduation mark sheets, and passing/ provisional as well as convocation certificates, Certificates of any others courses completed along with originals for verification
- Photocopy of photo identity proof (Driving licence / Vo. rs card) along with original for verification

[Handwritten Signature]

FF- 34 Magnum Plaza,
12 Mtr off Sun Pharma Road,
Pratham, Uppala, Bangalore

Mob. +91 7284069607
E-mail info@solitarystaffing.com
Web www.solitarystaffing.com
CIN : U74999GJ2017PTC099167



Ragini
Rayindrab
mal Shah
Training and Placement Cell

Annexure -A

Dear Pranjali,

Designation: Trainee HR Executive	Monthly CTC : 7500	
Department : RPO	Gross Salary : 90000	
Location: Vadodara	Compensation Structure: CSR -2	
CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS AND BENEFITS		
(all figures in Rs.)		
	Monthly	Annual
Gross Salary	7500.00	90000
Basic	30.00% 2250.00	27000
Dearness Allowances	25.00% 1875.00	22500
HRA	20.00% 1500.00	18000
Transport Allowances	10.00% 750.00	9000
Medical Allowances	10.00% 750.00	9000
Variable Allowances	5.00% 375.00	4500
GROSS SALARY (A)	7500.00	90000
TOTAL CTC	7500.00	90000
NET TAKE HOME *	7500.00	90000
*Note: 1) Net Take Home Salary is further subject to reduce by an amount equivalent to Professional Tax and (Income Tax on Salary).		

Regards,

HR Department



[Signature]
Training and Placement Cell

FF - 34 Magnum Plaza,
12 Mtr off Sun Pharma Road,
B/h Nam Upvan, Tandalja,
Vadodra
Ravindra
hai Shah

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E-mail : info@solitarystaffing.com
Web : www.solitarystaffing.com
PIN - 390002



Letter of Offer

Date: 01.04.2022

To,
Rakesh Chauhan

Sub: Offer Letter

Dear Mr. Rakesh Chauhan,

We are pleased to offer you the position of **HR Executive** in our **Shantinath Motors pvt.ltd** based at **Gandhidham**.

Your immediate Hr Manager will be **Mr. Pradipsinh Jadeja** . We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs.3,50,000/CTC**, subject to tax and other statutory deductions.
- **Business Travel allowance and reimbursements** as per company policy.

This offer letter is valid till **10.04.2022**. Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

The joining formalities and induction will be carried out in our **Gandhidham office**.

Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) experience/ relieving letters (4) two color passport-size photos, (5) latest salary slip from your previous organization and (6) proof of address.

We look forward to welcome you aboard.

Sincerely,

For Shantinath Motors pvt.ltd,

Mr. *[Signature]*

[Signature]
Manager HR

[Signature]
Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin, o = JCB,
ou = HR, email = ragin@shantinathjcb.com,
c = IN, ou = Gandhidham, o = Shantinath Motors Pvt. Ltd., postalCode = 389015,
c = Gujarat,
serialNumber = 2560274772968206,
uniqueIdentifier = 407666448d, cn = Ragin Ravindrabhai Shah,
Date: 2022.10.16 10:45:46 +05'30'

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c. IN, o. Personal, ou=BOE,
email=Ragin.Ravindrabhai@swami.edu,
o=swami,
ou=BOE,
serialNumber=2926274770966006,
c=IN, o=Personal, ou=BOE,
ou=BOE, email=Ragin.Ravindrabhai
Shah,
Date: 2024.10.10 10:45:46 +05'30'


Training and Placement Cell



MERCHEM LIMITED

CIN No : U24299WB1994PLC240045

24, 24/1, G.I.D.C Estate, Panoli, Taluka, Ankleshwar,
Dist. Bharuch, Gujarat, India, 394 116

Phone : 9081994333

E-mail : merchem@acmerchem.in

Web : www.merchem.in

Ref: MER/HR/APPT/2022-23

Date: 1st Feb 2022

To

Ms. Maitri Pandya
525, Gujarat Housing Board,
Ankleshwar - 393002,
Dist: Bharuch.

SUB: APPOINTMENT LETTER

This has reference to our offer letter Dated: 28.01.2022 & your acceptance as well as your joining to our organization on Dated 01.02.2022. We are pleased to confirm your appointment with our company subject to the following terms & conditions:

- 01. Job Title: Trainee – Human Resource** or in such other capacity as the company may require. The company reserves the right to make changes to your job description in line with the operational requirements. You will currently report to **Deputy Manager – HR**. You may be required to report to any other person on reassigning of duties or on restructuring of the organization.
- 02. Job Location: Merchem Limited, Plot No 24 & 24/1, Panoli GIDC Estate, Tehsil Ankleshwar District Bharuch.** The location of place of work may change as per the requirement of the company and the same shall be informed to you. Your services are transferrable to any office of the company or its associates or its subsidiary company anywhere within or outside India at the sole discretion of the company.
- 03. Remuneration: The annual cost to the company shall be INR 1.92 lacs only.** The company will withhold from your monthly salary an amount equal to the income tax payable/statutory deductions in respect of your salary as well as other permissible/statutory deductions which is applicable from time to time. The above salary shall be on cost to company basis and shall include any benefits that may be provided as and when restructured and implemented. The breakup of your CTC will be attached herewith Annexure A.
- 04. Increment & Promotion: Your increments and future promotions in the Company shall entirely depend on your efficiency, hard work and regularity in attendance, sincerity, good conduct and such other relevant factors.** Increment in no case shall be automatic and or a matter of right. During probation, you will have no claim for normal or any other increments in salary which other permanent employees are entitled.

Page 1 of 1



HEM

05. **Training** : You shall be on training for a period of Six months from the date of your joining duty. If the management is not satisfied with your work & conduct at any time during the training period, your services will be terminated without any notice or your training period will be extended for a further period. During the training period your notice period shall be 15 days

06. **Medical Fitness & Verification of Particulars**: Your appointment is subject to

- A. Your being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Management has the right to get you medically examined by any certified medical practitioner **during the period of your services**. In case you are found medically unfit to continue with the job, you will lose your lien on the job.
- B. In case particulars mentioned in your application are found false or unsatisfactory, your services shall be liable for termination at any time without any notice or any compensation in lieu thereof.

07. **Duties and Responsibilities**:

- A. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.
- B. You will devote your entire time to the work of the Company and will not undertake any direct/ indirect business or work, honorary or remunerator except with the written permission of the Management in each case. Contravention of these will lead to the termination of your services without any notice or any compensation in lieu of such notice.
- C. You shall not seek membership of any local or public bodies without first obtaining written permission of the Management.
- D. You shall neither divulge nor give out to any unauthorized person during the period of your services or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know how, security arrangements administrative and /or organizational matters of a confidential/secret nature, which you may be privileged to know by virtue of your being our employee
- E. You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the services. This does not release, use or disclose except with the prior

[Handwritten Signature]
2016

Training and Placement Cell



Ragini Ravindrabhai Shah

Digitally signed by Ragini Ravindrabhai Shah
DN: cn=Ragini Ravindrabhai Shah, o=Merchem Limited, ou=Merchem Limited, email=merchem@acmerchem.in, c=IN

9A, Saket, 9th Floor, 2, Ho Chi Minh Sarani, Kolkata 700 071 (W.B.) India
Floor, Kochi, Kerala • Edayar, Kochi, Kerala

MERCHEM LIMITED

No. U24299WB1094PLC240045

Plot No. 74/1, G.I.D.C. Estate, Parol, Indore, Madhya Pradesh
Dist. Bhopal, Gujarat, India, 394 116

Phone: 9081994333

E-mail: merchem@merchem.in

Web: www.merchem.in

written permission of the Company. Your obligation to keep such information confidential shall survive even after termination or cancellation of this employment.

- F. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefits thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person or persons, firms or companies as we may direct as the sole beneficiary thereof.
- G. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority, not alter or be a party to any alteration of any principle or policy of the Company or exceed the authority, or discretion vested in you without the previous sanction of the Company or those in authority over you.
- H. You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems fit in the event of your failure to account for such material or property to its satisfaction.
- I. No notice of the resignation will be effective if it is given during the leave period and you shall not be entitled to proceed on leave during the notice period.
08. Retirement: You will retire from the service of the company without any notice on completion of 58 years of age. The extension of your services will depend upon your being medically fit and your ability to carry out the work efficiently. The decision of retaining your services beyond 58 years will be entirely at the discretion of the management, subject to your successfully undergoing the prescribed medical and work-related tests.

09. Termination of Services / Resignation:

- A. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you
- Return to work within 8 (Eight) days of the commencement of such absence &
 - Give an explanation to the satisfaction of the Management regarding such absence.

Page 3 of 6

Ragini
Ravindrabhai
Shah

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DN: cn=Ragini Ravindrabhai Shah, o=Merchem Limited, email=Ragini.Ravindrabhai.Shah@merchem.in, ou=Merchem Limited

Training and Placement Cell

STATE OFFICE

3A, Sunset, 5th Floor, 2, Ho Chh Mesh Sarani, Kozhikode - 200 021 (W.3) India

Erskine, Kochi, Kerala • Edappally, Kochi, Kerala



MERCHEM LIMITED

No. U24299WB1994PLC240045

241 B.I.D.C. Estate, Panoli, Taluka Ankleshwar,
Dist Bharuch, Gujarat, India, 394 116.

Phone: 9081994333

E-mail: merchem@acmechem.in

Web: www.merchem.in

HEM

B Notwithstanding above, your employment may be terminated if you are unable to perform in all material respects your duties and responsibilities hereunder by reason of any physical or mental disability or infirmity.

- a For an aggregate of 3 months during any 12 months' period or
- b At such earlier time as the company receives medical evidence reasonably satisfactory to it that you have a physical or mental disability or infirmity, which will likely prevent you from returning to the performance of your duties and responsibilities for 3 months or longer

C Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "Misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any act of indiscipline or inefficiency.

D On satisfactory completion of the probation period and after your confirmation in writing except for the reasons mentioned in this Appointment Letter, your services can be terminated by giving notice of 30 days on either side. Any condonement of notice period will be at the absolute discretion of the Management

10. **NDA (Non-disclosure agreement):** For maintaining the secrecy related to particulars or details of any materials, systems, security arrangements, administrative or any other organizational matters pertaining to the company or its affiliates or those with whom the company has dealings or other persons/entities whose confidential information, you may have been privy to as employees of the company, or such other data, materials, systems, programs etc. which may have been prepared or developed by you whilst in the employment of the company or information, You may have acquired as an employee of the company, you shall be required to sign the NDA (Non-Disclosure Agreement) in the format as prescribed by the company.

11. General:

A. You will be covered by Standing Orders and Rules and Regulations and any such other rules or orders of the Company that may be in force from time to time.

B. Your age mentioned in the Matriculation /Higher Secondary Certificate / School Leaving Certificate will be deemed to be the conclusive proof of your date of Birth

C. You will intimate in writing to the Management any change of address immediately, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Page 4 of 6

Training and Placement Cell

Ragini
Ravindrabhai

Shri. Sai Shree, 9th Floor, 2, Ho Chi Minh Sarani, Kolkata - 700 071 (W.B.) India
Floor, Kochi, Kerala * Edayar, Kochi, Kerala

Digitally signed by Ragini Ravindrabhai
DN: cn=Ragini Ravindrabhai, o=Merchem Limited, ou=HR, email=Ragini.Ravindrabhai@merchem.in, c=IN



REGIS
WORKS

MERCHEM LIMITED

Reg No: 024299WD1994PLC240045
Office: Plot No. 1, Estate, Panch, Taluka Ankleshwar
Gandhinagar, Gujarat, India, 394 116
Dist: Gandhinagar, Gujarat, India, 394 116
Tel: 9919943333
Phone: 9919943333
E-mail: merchem@acritechem.in
Web: www.merchem.in

D You will hand over the charge of Letter of Authority or Power of Attorney issued to you or any property /material of the Company in your possession at the time of cessation of your employment with the Company.

12. Acceptance:

If you accept the above terms and conditions, please return the duplicate copy of the appointment letter as a token of your acceptance immediately.

Yours Sincerely,

For Merchem Limited

R. B. Bhuvanani

Authorized Signatory

ACKNOWLEDGEMENT AND ACCEPTANCE:

I have fully read, understand and accepted the above terms and conditions.

SIGNATURE: _____

DATE _____

[Signature]
Training and Placement Cell
Page 5 of 6



REGISTRATION OFFICE : 9A, Saket, 9th Floor, 2, Ho Chi Minh Sarani, Kolkata - 700 071 (W.B.) India
RAJIV RAVINDRABHAI SHAH : 1st Floor, Kochi, Kerala • Edayar, Kochi, Kerala

4078664436, m. Rajiv Ravindrabhai Shah
Date: 2024.10.10 10:45:46 -0530

Appointment Letter from Kotak Mahindra Bank

Candidate Name	Dave Harsh Jayeshkumar
Name of Institute	Swarnim Startup & Innovation University
Date	21-May-2023

We are pleased to appoint you the role of **Relationship officer** at Kotak Mahindra Bank Limited. Your remuneration per annum is **3.50** Lakhs. Your appointment letter giving details of your compensation breakup, benefits and other terms and conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you in the appointment letter.

Your appointment Letter is however subject to:

1. Successful completion of your full time management course
2. Being medically fit for employment
3. Reference check as per process of the Bank
4. You are ready to relocate at any location - PAN India and do not have location preferences

Sign a copy of this letter conveying your acceptance.

A hearty congratulations and looking forward to on-board you early next year!

For Kotak Mahindra Bank

Signature of the candidate



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c=IN, o=Personal, ou=KOTAK
Mahindra Bank, email=ragin@kotak.com,
ou=KOTAK Mahindra Bank, ou=KOTAK
Mahindra Bank, postalCode=400015,
serialNumber=292625770966006,
serialNumber=4073664446, cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'



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.


Training and Placement Cell





APPOINTMENT LETTER

8/05/2023

To Patel Vishvaben Jayantibhai

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 11/05/2023, 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.

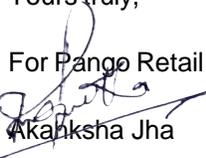
For the initial 3-12 months period, you will be on probation. During this tenure, your conduct, behaviour and skills would be analysed. You can learn more about it in the employee HRM Panel.

Please sign the enclosed Employee Agreement Form as your acceptance for the position and revert with a signed copy by 10/05/2023.

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 11-05-2023.
- 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.



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

Digitally signed by Raghav Rathod
DN: cn=Raghav Rathod, o=Pango Retail, ou=HR, email=Raghav.Rathod@pangoretail.com, c=IN
Date: 2023.05.10 10:45:46 +05'30'


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.


Training and Placement Cell





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

Rajni
Signing Authority

Head-Business Team

CONFIDENTIAL

Rajni
Training and Placement Cell





April 17, 2023

Dear Kashish,

On behalf of Cerner Healthcare Solutions India Private Limited ("Cerner"), I am pleased to share you the position of Software Engineer at Manyata C-2 in Bangalore. We believe your skills, aptitude, and interests are consistent with the outstanding opportunities for growth in this group.

Your position at Cerner is subject to a minimum probationary period of six (6) months. Your continued employment may be confirmed at the end of the probationary period if your performance is satisfactory. Your probationary period will count towards your continuous employment.

COMPENSATION

We are providing an Annual Guaranteed Cash of Rs. 5,88,800.

Cerner will deduct taxes at source as required by law. You will be responsible for your tax liabilities under applicable tax laws and regulations. Your CTC opportunity is Rs. 6,73,195 per annum. You will enjoy benefits and perquisites as detailed in the attachment. Cerner reserves the right to vary, amend and modify any item of the salary package without adversely affecting the total compensation. Compensation is regarded as confidential information and should not be disclosed to other employees. Your position at Cerner is a professional position that requires a significant level of responsibility, discretion and independent judgment. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure good results.

ASSOCIATE BENEFITS

Cerner provides a comprehensive program of benefits to address your physical, financial and emotional health. At Cerner, we believe the foundation for a successful career starts with a variety of options that meet your needs while supporting a healthy lifestyle.

A standard component of our benefits package is Personal Time Off. You will be entitled to 27 days of Personal Time Off each year to be used for vacation, illnesses and other personal reasons and 10 standard business holidays. Please access the benefits brochure for additional details.

EMPLOYMENT AGREEMENT

Cerner will spend a significant amount of time and money in training you as Cerner has established significant momentum in the development of client relationships, professional staff, systems development methodology, and proprietary software solutions. We regard these areas as the most important assets owned by Cerner. It is our intent to guard these assets closely. Therefore, every associate of Cerner is required to execute an Employment Agreement. This Agreement includes the terms of your employment relationship with Cerner, including without limitation, a covenant not to disclose confidential client and internal information, a covenant not to compete against Cerner during the term of the Agreement, a covenant not to solicit our associates, and establishes that, during the term of your employment, the benefits of your endeavors accrue to Cerner. A sample copy of this Employment Agreement has been made available for your review.

AO FOR EMPLOYMENT

The purpose of this Invitation of Employment is to put in writing the specifics of our AO of employment to commence work with Cerner by April 29, 2023. This Invitation of Employment is contingent upon receipt of a satisfactory outcome of a background check and precedes on the basis that information you provided is accurate.

Please acknowledge and electronically accept this Invitation of Employment by April 22, 2023, after which date, this AO will expire. If you need more time to consider your options, simply let us know, and we can decide upon a mutually acceptable date within which you could confirm your acceptance of this



Cerner Healthcare Solutions India Private Limited | Registered Office: Ground Floor, Wing B, Block H2, Mountain Ash
Manyata Embassy Business Park, Nagawara, Bangalore 560 045, Karnataka, India

Phone: +91 80 4501 1001 | Fax: +91 80 4501 1002 | CIN: U72200KA2014FTC130004 | Email: Cerner-india@cerner.com | www.cerner.com

Ragin
Ravindrab
hai Shah

Dr. C. B. S. Personal, 1506-8205,
prashant@cerner.com | 022-49991114 | 022-49991114
@CernerIndia
15, 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
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www.cerner.com | 20230417104546
Cerner, the Cerner logo and the Cerner logo are trademarks of Cerner Corporation.
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Date: 2024-11-10 10:45:46 -05'30



- 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



91988188140
 Ravindrab
 hai Shah

Digitally signed by Rajni Ravindrabhai
 91988188140
 DN: cn=Rajni Ravindrabhai, o=Feenixtech India, email=rajni@feenixtechindia.com, postalCode=600015, c=IN
 Date: 2024.10.10 10:45:46 +05'30'

hr@feenixtechindia.com



BIT Park, Guindy. Chennai

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BIT Park, Guindy. Chennai



Feenixtech India



APPOINTMENT LETTER

Dear Mr/Ms Mansi Jain

23 May, 2023

Feenixtech India is pleased to offer 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 June 3, 2023. 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 June 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 allow 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



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ou = HR, email = 919384888140@swami
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BIT Park, Guindy. Chennai

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Sincerely,
 Shwetha
 Hr Executive,
 Human Resources
 Feenixtech India.



I hereby accept the Junior Associate Position with all my knowledge

Signature



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 Ravindrab
 hai Shah

Digitally signed by Ragu Ravindrabhai
 91988188140
 DN: cn=Ragu Ravindrabhai, o=Feenixtech India, email=Ragu.Ravindrabhai@feenixtechindia.com, postalCode=600015, c=IN
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hr@feenixtechindia.com



BIT Park, Guindy. Chennai



30 April, 2023

28/20 Tejas,
Sainagar,
Gandhinagar - 382023,
India

LETTER OF OFFER AND APPOINTMENT

Dear Omkar Dilipbhai Prajapati

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to offer you a position as A3 – Software Trainee. Our offer reflects our belief that you have the ability, commitment & desire to grow with us. We hope you will enjoy making your very own special contribution to the continued success of The Company. The terms of your employment are as follows:

1. Duties: You will be responsible to perform such duties as The Company may assign to you. You will be required to work a regular 40 hours per week unless otherwise advised by the Company. When deputed to a client's site, you will follow the clients working hours.

2. Salary & Benefits: You will be entitled to a Gross remuneration package, which will be up to INR 350000 (Rupees Three Lakh Fifty Thousand Only). You will be entitled to a salary, certain reimbursements and benefits as mentioned below.


Training and Placement Cell

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Ravindrab
hai Shah

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Shah
DN: c=IN, o=Personal, ou=Q05,
email=ragin_ravindrabhai@rediffmail.com,
ou=Personal,
ou=Q05, ou=Q05, ou=Q05,
ou=Q05, postalCode=382023,
serialNumber=20241010104546-10930,
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Date: 2024.10.10 10:45:46 +05'30'



For Quinnox Consultancy Services Limited,



Chitta Ranjan Rath
Senior Manager - Recruitment



Training and Placement Cell



Ragim
Ravindrab
hai Shah

Digitally signed by Ragim Ravindrabhai
Shah
DN: c=IN, o=Personal, ou=Q05,
email=ragim_rathod@swamis.in,
ou=Swami, ou=Swami,
ou=Swami, ou=Swami, ou=Swami,
ou=Swami, postalCode=380015,
serial=1
serialNumber=2926257739968306,
serialNumber=4273664446, cn=Ragim Ravindrabhai
Shah
Date: 2024.10.10 16:45:46 +05'30'

6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,



Gana Elizabeth
Abraham RHR

I, SHIVAM CHETAN KUMAR MAHESHWARI, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:



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Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
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DN: c=IN, o=Personal, ou=005,
serial=102499831454293844,
email=ragin,
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Training and Placement Cell

Salary Sheet	
Name	SHIVAM CHETAN KUMAR MAHESHWARI
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	23,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,681	20,169	
Fixed Compensation (A+B)	25,000	300,000	
Performance linked Variable Pay as per Company policy up to		75,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,75,000	

In addition you are eligible for:

1. Mediciam Coverage for spouse and up to two children to a ceiling of Rs 5 lakhs. Dependant parents may be added on a voluntary basis at an additional payout on prorata basis.
(In case of Maternity Coverage the claim is covered up to Rs 50,000/-)
2. Group Life Insurance coverage of Rs 20 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.



MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, SHIVAM CHETAN KUMAR MAHESHWARI declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is

applicable): Hypertension

Pulmonary Disease

Tuberculosis

Cancer

Rheumatic Joint Diseases or symptoms

Asthma

Mental Stress

Others (Please specify)

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date:

Place:


Training and Placement Cell

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Ravindrab
hai Shah

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



Mr. GOURI
SUBRAHMANIAN
Gandhinagar

15-02-2023

SBIL-Gene-11588

Appointment Letter: Senior Associate

Dear GOURI SUBRAHMANIAN,

1. We congratulate you on your selection for the position of **Senior Associate** with our organization.
2. You will be on probation for one year. During this period, you will initially undergo structured class-room training. This will be followed by your initial posting in a specific role and location.
3. Your remuneration will be Rs.3,00,000/- (Rupees Three Lakhs only) p.a. on Cost to the Company (CTC) basis. The details of the compensation are given at Annexure 1.
4. This offer of employment is subject to your fulfilling the following conditions:
 - ✓ Qualifying Post Graduate Degree / Diploma Program on the day of joining OR Clearing PG Degree/ Diploma in first attempt if the results are awaited. You will have to submit final Degree/ Diploma mark sheets within 15 days of declaration of the results at university / institute concerned, failing which this offer automatically stands withdrawn.
 - ✓ Submitting, in original, certificates of academic qualifications, age and other testimonials;
5. During the probation period, your performance will be assessed continually. On satisfactory completion of probation, your services in the Company will be confirmed.


Training and Placement Cell

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email = ragin@sbilife.com, cn = Ragin Ravindrabhai
Shah, email = ragin@sbilife.com, cn = Ragin Ravindrabhai
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Date: 2023.02.15 10:45:46 +05'30'



6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,



Gana Elizabeth
Abraham RHR

I, GOURI SUBRAHMANIAN, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:



Training and Placement Cell

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email=ragin_ravindrabhai@rediffmail.com,
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Salary Sheet	
Name	GOURI SUBRAHMANIAN
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	23,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,681	20,169	
Fixed Compensation (A+B)	25,000	300,000	
Performance linked Variable Pay as per Company policy up to		75,000	
Potential Annual Remuneration on Cost to Company Basis (CTC)		3,75,000	

In addition you are eligible for:

1. Mediclaim Coverage for spouse and up to two children to a ceiling of Rs 5 lakhs. Dependant parents may be added on a voluntary basis at an additional payout on prorata basis.
(In case of Maternity Coverage the claim is covered up to Rs 50,000/-)
2. Group Life Insurance coverage of Rs 20 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.

6. Please arrange to return the duplicate copy of this letter, duly signed by you, in token of acceptance of the offer. Please also forward photocopies of your proof of age, educational certificates, other testimonials and 3 color passport sized photographs, along with the acceptance letter.

7. For any clarification, you may contact the undersigned at _____ or email at _____.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of variable pay / incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

Yours faithfully,



Gana Elizabeth
Abraham RHR

I, RATHOD AMISHA ASHOKKUMAR, accept the above offer as Senior Associate in SBI Life Insurance Company Limited.

Signature:

Date:



Training and Placement Cell



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Salary Sheet	
Name	RATHOD AMISHA ASHOKKUMAR
Designation	Senior Associate

Salary Component	Amt per month (Rs)	Amt per annum (Rs)	Remarks
Basic Salary	10,000	1,20,000	40% of Fixed Compensation
House Rent Allowance	5,000	60,000	50% of Basic Salary
Special Allowance	8,319	99,831	
Total Monthly Salary (A)	23,319	2,79,831	
Retiral Benefits			
PF	1,200	14,400	Company's contribution to PF @ 12% of Basic Salary
Gratuity	481	5,769	You will be entitled to gratuity as per the Payment of Gratuity Act, 1972 after completion of five years of service with the Company.
Total Retiral (B)	1,681	20,169	
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(In case of Maternity Coverage the claim is covered up to Rs 50,000/-)
2. Group Life Insurance coverage of Rs 20 lakh.

Please note that remuneration is a contract entirely between you and the Company and should therefore be treated as strictly confidential.

his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

10.3 Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body

corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

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4.2. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. **The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you.** You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

4.3. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

4.4. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pay buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

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corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

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We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly
For, Upskilling Edutech Pvt Ltd.

Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



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email=ragin_ravindrabhai@rediffmail.com,
c=IN, st=West Bengal, serial=1004292844,
serialNumber=023602977399668206,
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4.4. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pay buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.5. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

You will retire from the services of the company on attaining the age of 58 years

8. Discipline

It is an express condition of services that you shall wholly devote your time to the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

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10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body

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11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.



We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly
For, Upskilling Edutech Pvt Ltd.

Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

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c=India
serialNumber=023602977399668206
surname=071101417191030000000000
407698444; cn=Ragin Ravindrabhai
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Date: 2024.10.10 10:45:46 +05'30'



ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **SkillVertex Edutech**, and will report on or before 15/07/2023.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,
Ravindrabhai

VP – Human Resource
SkillVertex Edutech



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
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DN: c=IN, o=Personal, ou=0205,
email=ragin_ravindrabhai@swarnim.edu.in,
serial=1000
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+05'30', cn=Ragin Ravindrabhai
Shah


Training and Placement Cell

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corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.



We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

A wonderful experience awaits you here, that's a promise!

Yours truly
For, Upskilling Edutech Pvt Ltd.

Dedicated Period of Service.

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.



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email=ragin_ravindrabhai@upskillingedutech.com,
c=IN, st=Haryana, serial=1004291844,
serialNumber=D53602977399648206,
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c=IN, o=Upskilling Edutech Pvt Ltd,
ou=HR, email=ragin_ravindrabhai@upskillingedutech.com,
cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

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ACCEPTANCE LETTER

Acceptance of the candidate:

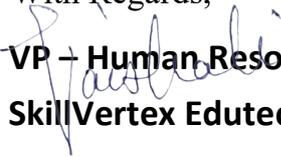
I have read and understood the above terms and conditions and I accept this offer, as set forth above with **SkillVertex Edutech**, and will report on or before 15/07/2023.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards,


VP - Human Resource
SkillVertex Edutech



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Ravindrabhai
Shah

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DN: cn=Ragin, o=Personal, 1.2.840.113549.1.4.1=1024874444720, postalCode=407668444, email=ragin.ravindrabhai@svi.ac.in, postalCode=407668444, cn=Ragin Ravindrabhai
Shah;
serialNumber=023602677309648206;
c=IN, o=Personal, ou=Personal, postalCode=407668444, cn=Ragin Ravindrabhai
Shah;
Date: 2024.10.10 10:45:46 +05:30


Training and Placement Cell

10th July,2023

Appointment Letter

Dear RAHUL ARJUN PADHIYAR

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an **employment** offer with **SkillVertex Edutech** for the position of **Business Development Associate** in our organization. This offer takes effect from your date of joining which shall be on 15th July,2023.

1.Compensation

We confirm offering annual compensation of **INR 7,00,000 (Seven Lakh only)** comprising of fixed component of **INR 4,00,000 (Four Lakhs only)**, variable component of **INR 3,00,000 (Three Lakhs only)**.

2.Probation Period

You will be on probation for 100 Days during which your performance will be reviewed, however you are expected to clear the On the Job Training (OJT) in 10 days (UNPAID). Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof. During the probation period you are eligible for a remuneration of **INR 25,000 (INR 15,000 fixed + INR 10,000 incentives)**.

a.) Commencement/Validity of Employment

This offer of appointment is valid until 10th May2023 for acceptance. If we do not hear from you by the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.

b.) Immediate Posting and Future Transfer

You will report to the designated **manager**, based out of the Bengaluru office location. It may, however, be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management. Such an establishment may be outside the city or state of your immediate or



Training and Placement Cell



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serialNumber=023602677309648026,
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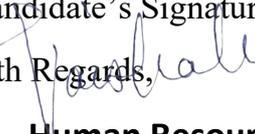
Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **SkillVertex Edutech**, and will report on or before 15/07/2023.

NAME: _____

DATE: _____

(Candidate's Signature)

With Regards, 

VP – Human Resource

SkillVertex Edutech



Ragin
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Shah

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Training and Placement Cell

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Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

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10.3 Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body

corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice on either side or payment in lieu thereof and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice on either side or Basic salary as payment in lieu thereof.

4.2. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. **The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you.** You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

4.3. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

4.4. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pay buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

4.5. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

5. Timings

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

6. Background Verification Check

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

7. Retirement

You will retire from the services of the company on attaining the age of 58 years

8. Discipline

It is an express condition of services that you shall wholly devote your time to the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

Sl. NO.	Particulars
1.	<p>Professional / Educational Certificates</p> <ul style="list-style-type: none"> • Payslip of Last 3 Months of previous employment (if applicable). • Relieving Letter From Previous Served Company (if applicable). • Graduation Certificate <p>Other relevant educational certifications</p>
2.	Colour Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

subsequent posting/s and could be at any office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account (in arrears with next month's salary, if you are joining post 20th of a month). The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

4. Notice for Resignation / Termination of Employment

4.1. During the probation period your services can be terminated with 48 Hours' notice on either side or payment in lieu thereof and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 Days' notice on either side or Basic salary as payment in lieu thereof.

4.2. For any act/acts of misconduct or acts of omission or commission or negligence, during the probation period or after confirmation, your services are liable to be terminated immediately. **The Company may at its sole discretion hold domestic inquiry to inquire into the act/acts of misconduct or acts of omission or commission or negligence alleged against you.** You could be liable for suspension pending inquiry or final orders. You will, however, be entitled to salary for the period of suspension if the charges are not proved against you.

4.3. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

4.4. In the unlikely event of cessation of employment due to any reason whatsoever within twelve months from the date of joining, the notice pay buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

10.3 Ethical standards - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

10.4. You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof.

10.5. You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

10.6. You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body

corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

10.7. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

10.8. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

11. Data Privacy

11.1. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

11.2. You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

11.3. You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

1st March 2023

APPOINTMENT LETTER

Mr. Jaydev Patel

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
 - a) You shall join the company on or before **1st May 2023**.
 - b) Accuracy of the testimonials and information provided by you.
 - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical know-how, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
8. Work from home: In view of the Covid-19 situation you will be working from home starting your joining date. While working from home you shall adhere to the company wide guidelines on work from home to ensure business continuity. However, you are expected to report to your work location as per the timelines decided by HR, once the office re-opens and is ready for the daily function.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



(Rag) KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)



Training and Placement Cell



Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai
Shah
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Ravindrabhai
Shah
+44 7366444466, postalCode = 560015,
serialNumber = 2926257770966036,
serialNumber.2 = 2926257770966036,
serialNumber.3 = 40736644446, cn = Ragin
Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042

Annexure

Name: Jaydev Patel	Designation: Senior Executive Customer Experience & Product Specialist	
Band: B2A	Location: Bangalore	
Entitlement	Per Month₹	Per Annum₹
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
Sub Total 1	30,967	3,71,604
Company's Contribution to PF	1,800	21,600
Sub Total 2	32,767	3,93,204
Group Mediclaim Insurance		11,800
Gratuity (Estimated)**		8,511
Sub Total 3		11,652
Gross Annual Fixed (Grand Total)		4,13,515
Annual Management Bonus~		45,000
Total Cost to Company ^^^ (at 100% payout)		4,58,515

^^^Total Cost to Company

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

*****Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.

- Income Tax will be deducted as per slabs specified in IT Act.
- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

~ Annual Management Bonus

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)




Ragin
 Ravindrab
 hai Shah

Digitally signed by Ragin Ravindrabhai
 DN: c. IN, o. Personal, ou=505,
 email=Ragin.Ravindrabhai@zwayam.com,
 postalCode=560042, postalCode=560042,
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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
 Dickenson Road Bangalore, KA 560042

1st March 2023

APPOINTMENT LETTER

Mr.Hit Chaudhary

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
 - a) You shall join the company on or before **1st May 2023**.
 - b) Accuracy of the testimonials and information provided by you.
 - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical know-how, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
8. Work from home: In view of the Covid-19 situation you will be working from home starting your joining date. While working from home you shall adhere to the company wide guidelines on work from home to ensure business continuity. However, you are expected to report to your work location as per the timelines decided by HR, once the office re-opens and is ready for the daily function.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



(Rag) KM

Co-Founder

Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)



Training and Placement Cell



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Digitally signed by Ragin Ravindrabhai
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email = ragin@zwayam.com, cn = Ragin
Ravindrabhai
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8030-9d9e41e1-8030, postalCode = 560015,
st = Karnataka
serialNumber = 2926227770966006,
givenName = Ragin, cn = Ragin Ravindrabhai
Date: 2024.10.10 10:45:46 +05'30'

ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042

1st March 2023

APPOINTMENT LETTER

Mr. Kaustubh Vishwakarma

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
 - a) You shall join the company on or before **1st May 2023**.
 - b) Accuracy of the testimonials and information provided by you.
 - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical know-how, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
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Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



(Rag) KM

Co-Founder

Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)



Training and Placement Cell

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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042



Annexure

Name: Kaustubh Vishwakarma	Designation: Senior Executive Customer Experience & Product Specialist	
Band: B2A	Location: Bangalore	
Entitlement	Per Month₹	Per Annum₹
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
Sub Total 1	30,967	3,71,604
Company's Contribution to PF	1,800	21,600
Sub Total 2	32,767	3,93,204
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Gratuity (Estimated)**		8,511
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Gross Annual Fixed (Grand Total)		4,13,515
Annual Management Bonus~		45,000
Total Cost to Company ^^^ (at 100% payout)		4,58,515

^^^Total Cost to Company

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

*****Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.

- Income Tax will be deducted as per slabs specified in IT Act.
- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
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~ Annual Management Bonus

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)




Ragin
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 hai Shah

Digitally signed by Ragin Ravindrabhai
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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
 Dickenson Road Bangalore, KA 560042

1st March 2023

APPOINTMENT LETTER

Mr. Divyang Solanki

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

- This **Letter of Offer** is being issued subject to the following terms:
 - You shall join the company on or before **1st May 2023**.
 - Accuracy of the testimonials and information provided by you.
 - Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
- On your date of joining, you will be issued a formal Appointment Letter.
- You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
- As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
- In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
- You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical know-how, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
- Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
- Work from home: In view of the Covid-19 situation you will be working from home starting your joining date. While working from home you shall adhere to the company wide guidelines on work from home to ensure business continuity. However, you are expected to report to your work location as per the timelines decided by HR, once the office re-opens and is ready for the daily function.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



(Rag) KM

Co-Founder

Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)



Training and Placement Cell

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
DN: c = IN, o = Personal, ou = 805,
email = ragin@zwayam.com, cn = Ragin
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[1.4.1.1] uuid = 4a4c2310-9d9e-41e1-
b910-9d9e41e1b910, postalCode = 560015,
st = Karnataka
serialNumber = 2926227710966006,
serialNumber = 40736644446, cn = Ragin Ravindrabhai
Date: 2024.10.10 10:45:46 +05'30'

ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042



1st March 2023

APPOINTMENT LETTER

Ms. Preksha Jain

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

- This **Letter of Offer** is being issued subject to the following terms:
 - You shall join the company on or before **1st May 2023**.
 - Accuracy of the testimonials and information provided by you.
 - Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
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- You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical know-how, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
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Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



(Ragin) KM

Co-Founder

Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)



Training and Placement Cell

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Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
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1991183, postalCode = 560015,
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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042



Annexure

Name: Preksha Jain	Designation: Senior Executive Customer Experience & Product Specialist	
Band: B2A	Location: Bangalore	
Entitlement	Per Month₹	Per Annum₹
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
Sub Total 1	30,967	3,71,604
Company's Contribution to PF	1,800	21,600
Sub Total 2	32,767	3,93,204
Group Mediclaim Insurance		11,800
Gratuity (Estimated)**		8,511
Sub Total 3		11,652
Gross Annual Fixed (Grand Total)		4,13,515
Annual Management Bonus~		45,000
Total Cost to Company ^^^ (at 100% payout)		4,58,515

^^^Total Cost to Company

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

*****Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.

- Income Tax will be deducted as per slabs specified in IT Act.
- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

~ Annual Management Bonus

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)




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 Ravindrab
 hai Shah

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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
 Dickenson Road Bangalore, KA 560042

1st March 2023

APPOINTMENT LETTER

Mr. Yashkumar Patel

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
 - a) You shall join the company on or before **1st May 2023**.
 - b) Accuracy of the testimonials and information provided by you.
 - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical know-how, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
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Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



(Rag) KM

Co-Founder

Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)



Training and Placement Cell

Ragin
Ravindrab
hai Shah

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[1.4.1.3] uuid = 4a4c2330-9d9e-11e3-8050-000000000000
[1.3.6.1.5.5.2] email = ragin@zwayam.com
[1.3.6.1.4.1.3] postalCode = 560015,
+country
serialNumber = 2926227770966006,
serialNumber = 40736614446, cn = Ragin Ravindrabhai
Date: 2024.10.10 10:45:46 +05'30'

ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042



Annexure

Name: Yashkumar Patel	Designation: Senior Executive Customer Experience & Product Specialist	
Band: B2A	Location: Bangalore	
Entitlement	Per Month₹	Per Annum₹
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
Sub Total 1	30,967	3,71,604
Company's Contribution to PF	1,800	21,600
Sub Total 2	32,767	3,93,204
Group Mediclaim Insurance		11,800
Gratuity (Estimated)**		8,511
Sub Total 3		11,652
Gross Annual Fixed (Grand Total)		4,13,515
Annual Management Bonus~		45,000
Total Cost to Company ^^^ (at 100% payout)		4,58,515

^^^Total Cost to Company

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

*****Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.

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- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

~ Annual Management Bonus

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)




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 Ravindrab
 hai Shah

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 cn=Ragin Ravindrabhai,
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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
 Dickenson Road Bangalore, KA 560042

Annexure

Name: Avadh Himat Patel	Designation: Senior Executive Customer Experience & Product Specialist	
Band: B2A	Location: Bangalore	
Entitlement	Per Month₹	Per Annum₹
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
Sub Total 1	30,967	3,71,604
Company's Contribution to PF	1,800	21,600
Sub Total 2	32,767	3,93,204
Group Mediclaim Insurance		11,800
Gratuity (Estimated)**		8,511
Sub Total 3		11,652
Gross Annual Fixed (Grand Total)		4,13,515
Annual Management Bonus~		45,000
Total Cost to Company ^^^ (at 100% payout)		4,58,515

^^^Total Cost to Company

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

*****Gratuity:**

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The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

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- The Management Bonus scheme may be revised from time to time.



Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)




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 Ravindrab
 hai Shah

Digitally signed by Ragin Ravindrabhai
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 postalCode=560042, email=Ragin.Ravindrabhai@zwayam.com,
 cn=Ragin Ravindrabhai,
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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
 Dickenson Road Bangalore, KA 560042

1st March 2023

APPOINTMENT LETTER

Mr.Prit Prajapati

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
 - a) You shall join the company on or before **1st May 2023**.
 - b) Accuracy of the testimonials and information provided by you.
 - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical know-how, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
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Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



(Rag) KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)



Training and Placement Cell



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Digitally signed by Ragin Ravindrabhai
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serialNumber.3 = 407366444466, cn = Ragin
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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042

Annexure

Name: Prit Prajapati	Designation: Senior Executive Customer Experience & Product Specialist	
Band: B2A	Location: Bangalore	
Entitlement	Per Month₹	Per Annum₹
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
Sub Total 1	30,967	3,71,604
Company's Contribution to PF	1,800	21,600
Sub Total 2	32,767	3,93,204
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Gratuity (Estimated)**		8,511
Sub Total 3		11,652
Gross Annual Fixed (Grand Total)		4,13,515
Annual Management Bonus~		45,000
Total Cost to Company ^^^ (at 100% payout)		4,58,515

^^^Total Cost to Company

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

*****Gratuity:**

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Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)




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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
 Dickenson Road Bangalore, KA 560042

1st March 2023

APPOINTMENT LETTER

Mr. Merul Vinaykumar Jain

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist** in **Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

- This **Letter of Offer** is being issued subject to the following terms:
 - You shall join the company on or before **1st May 2023**.
 - Accuracy of the testimonials and information provided by you.
 - Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
- On your date of joining, you will be issued a formal Appointment Letter.
- You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
- As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
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Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



(Ragin) KM

Co-Founder

Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)



Training and Placement Cell



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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042

Annexure

Name: Merul Vinaykumar Jain	Designation: Senior Executive Customer Experience & Product Specialist	
Band: B2A	Location: Bangalore	
Entitlement	Per Month₹	Per Annum₹
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
Sub Total 1	30,967	3,71,604
Company's Contribution to PF	1,800	21,600
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Total Cost to Company ^^^ (at 100% payout)		4,58,515

^^^Total Cost to Company

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

*****Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.

- Income Tax will be deducted as per slabs specified in IT Act.
- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

~ Annual Management Bonus

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)




Ragin
 Ravindrab
 hai Shah

Digitally signed by Ragin Ravindrabhai
 DN: c. IN, o. Personal, ou=5005,
 postalCode=560042, email=Ragin.Ravindrabhai@zwayam.com,
 cn=Ragin Ravindrabhai,
 email=merul@zwayam.com,
 serial=2024.10.10.10:45:46-10930

ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
 Dickenson Road Bangalore, KA 560042

1st March 2023

APPOINTMENT LETTER

Mr. Dipak Zala

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
 - a) You shall join the company on or before **1st May 2023**.
 - b) Accuracy of the testimonials and information provided by you.
 - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical know-how, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
8. Work from home: In view of the Covid-19 situation you will be working from home starting your joining date. While working from home you shall adhere to the company wide guidelines on work from home to ensure business continuity. However, you are expected to report to your work location as per the timelines decided by HR, once the office re-opens and is ready for the daily function.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



(Rag) KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)



Training and Placement Cell



Ragin
Ravindrabhai
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Digitally signed by Ragin Ravindrabhai
Shah
DN: c = IN, o = Personal, ou = 805,
email = ragin@zwayam.com, cn = Ragin
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serialNumber = 2926227770966036,
serialNumber.2 = 41735644446, cn = Ragin
Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042

1st March 2023

APPOINTMENT LETTER

Ms.Akshay Arora

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
 - a) You shall join the company on or before **1st May 2023**.
 - b) Accuracy of the testimonials and information provided by you.
 - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical know-how, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
8. Work from home: In view of the Covid-19 situation you will be working from home starting your joining date. While working from home you shall adhere to the company wide guidelines on work from home to ensure business continuity. However, you are expected to report to your work location as per the timelines decided by HR, once the office re-opens and is ready for the daily function.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



(Rag) KM

Co-Founder

Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)



Training and Placement Cell

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Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
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Annexure

Name: Jash Bharadia	Designation: Senior Executive Customer Experience & Product Specialist	
Band: B2A	Location: Bangalore	
Entitlement	Per Month₹	Per Annum₹
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
Sub Total 1	30,967	3,71,604
Company's Contribution to PF	1,800	21,600
Sub Total 2	32,767	3,93,204
Group Mediclaim Insurance		11,800
Gratuity (Estimated)**		8,511
Sub Total 3		11,652
Gross Annual Fixed (Grand Total)		4,13,515
Annual Management Bonus~		45,000
Total Cost to Company ^^^ (at 100% payout)		4,58,515

^^^Total Cost to Company

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

*****Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.

- Income Tax will be deducted as per slabs specified in IT Act.
- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

~ Annual Management Bonus

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)




Ragin
 Ravindrab
 hai Shah

Digitally signed by Ragin Ravindrabhai
 DN: c. IN, o. Personal, ou=505,
 email=zwayam@zwayam.com, cn=Ragin Ravindrabhai
 Reason: I am the signer of this document.
 Unique ID: 2F26257770964036
 Date: 2024.10.10 10:45:46 +05'30'

ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
 Dickenson Road Bangalore, KA 560042

1st March 2023

APPOINTMENT LETTER

Ms.Linal Parekh

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
 - a) You shall join the company on or before **1st May 2023**.
 - b) Accuracy of the testimonials and information provided by you.
 - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical know-how, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
8. Work from home: In view of the Covid-19 situation you will be working from home starting your joining date. While working from home you shall adhere to the company wide guidelines on work from home to ensure business continuity. However, you are expected to report to your work location as per the timelines decided by HR, once the office re-opens and is ready for the daily function.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



(Ragin) KM

Co-Founder

Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)



Training and Placement Cell

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c = IN, o = Personal, ou = 805,
email = ragin@zwayam.com, cn = Ragin
Ravindrabhai
+44 7366444466, postalCode = 560015,
serialNumber = 2926257770966036,
serialNumber.2 = 2926257770966036,
serialNumber.3 = 40736644446, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042



Annexure

Name: Linal Parekh	Designation: Senior Executive Customer Experience & Product Specialist	
Band: B2A	Location: Bangalore	
Entitlement	Per Month₹	Per Annum₹
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
Sub Total 1	30,967	3,71,604
Company's Contribution to PF	1,800	21,600
Sub Total 2	32,767	3,93,204
Group Mediclaim Insurance		11,800
Gratuity (Estimated)**		8,511
Sub Total 3		11,652
Gross Annual Fixed (Grand Total)		4,13,515
Annual Management Bonus~		45,000
Total Cost to Company ^^^ (at 100% payout)		4,58,515

^^^Total Cost to Company

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

*****Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.

- Income Tax will be deducted as per slabs specified in IT Act.
- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

~ Annual Management Bonus

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)




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 Ravindrab
 hai Shah

Digitally signed by Ragin Ravindrabhai
 DN: c. IN, o. Personal, ou=505,
 postalCode=560042, email=Ragin.Ravindrabhai@zwayam.com,
 cn=Ragin Ravindrabhai,
 email=ragin@zwayam.com,
 serialNumber=2926257770966036,
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 email=ragin@zwayam.com, cn=Ragin Ravindrabhai,
 email=ragin@zwayam.com,
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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
 Dickenson Road Bangalore, KA 560042

Annexure

Name: Vaibhavkumar Patel	Designation: Senior Executive Customer Experience & Product Specialist	
Band: B2A	Location: Bangalore	
Entitlement	Per Month₹	Per Annum₹
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
Sub Total 1	30,967	3,71,604
Company's Contribution to PF	1,800	21,600
Sub Total 2	32,767	3,93,204
Group Mediclaim Insurance		11,800
Gratuity (Estimated)***		8,511
Sub Total 3		11,652
Gross Annual Fixed (Grand Total)		4,13,515
Annual Management Bonus~		45,000
Total Cost to Company ^^^ (at 100% payout)		4,58,515

^^^Total Cost to Company

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

*****Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.

- Income Tax will be deducted as per slabs specified in IT Act.
- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

~ Annual Management Bonus

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)




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 Ravindrab
 hai Shah

Digitally signed by Ragin Ravindrabhai
 DN: c. IN, o. Personal, ou=505,
 postalCode=560042, email=ragin@zwayam.com,
 cn=Ragin Ravindrabhai
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 17911483.postalCode=560042,
 email=ragin@zwayam.com,
 postalCode=560042, cn=Ragin Ravindrabhai
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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
 Dickenson Road Bangalore, KA 560042

Annexure I

Earnings	Per Month	Annually
Basic Salary	17080	204960
HRA	6832	81984
Conveyance	800	9600
Others	3288	39456
Gross Salary	28000	336000
Deduction		
P.T.	200	2500
Net Salary	27800	333500
Indicative Incentive *	40000	480000
Total CTC (Including Incentive)	68000	816000

Note: -

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


Training and Placement Cell



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DN: c=IN, o=Personal, ou=0005,
email=ragin_ravindrabhai@rediffmail.com,
serial=1024874444, cn=Ragin Ravindrabhai
Shah, postalCode=380015,
c=India,
serialNumber=023602797780968526,
serialNumber=023602797780968526,
4076464446, cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

Date: 20th March 2023

Name of Candidate: **Mr. Patel Kathan Anilkumar**

Subject: Appointment Letter

Dear Patel Kathan Anilkumar

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

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

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

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

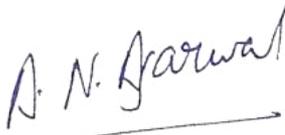
Your proposed date of Joining is **05th June 2023**.

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

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

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

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



Authorized Signatory

I **accept** the above appointment of employment

Signature:

Name of candidate: **Mr. Patel Kathan Anilkumar**



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hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=005,
email=ragin_ravindrabhai@rediffmail.com,
serial=1024874447, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'



Training and Placement Cell



Date: 24-05-2023

Subject: Appointment Letter

Dear Katara Pearl Dipak,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of
HDFC Life Insurance Company Limited

Sushil Chander
Vice President – Human Resources

Training and Placement Cell

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DN: c=IN, o=Personal, ou=HR,
email=Ragin.Ravindrabhai@hdfclife.com,
ou=HR,
ou=HR, postalCode=110001,
serialNumber=292627770966006,
serialNumber=292627770966006,
c=IN, o=Ragin Ravindrabhai
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Date: 2024.10.10 10:45:46 +05'30'





Date: 24-05-2023

Subject: Appointment Letter

Dear Sahil Hemantbhai Patel

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of
HDFC Life Insurance Company Limited

Sushil Chander
Vice President – Human Resources

Training and Placement Cell

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email=ragin_ravindrabhai@hdfclife.com,
ou=HR,
ou=HR, postalCode=400015,
ou=HR,
serialNumber=292625770966006,
serialNumber=4073664446, cn=Ragin Ravindrabhai
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Date: 2024.10.10 10:45:46 +05'30'



Dear Patel Jinal Maheshkumar,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 72,000
Mobile & Fuel Allowance	Rs. 9,000
Other Allowances	Rs. 87,400
Provident Fund	Rs. 21,600
Gross Salary	Rs. 460,000
Incentives	Rs. 80,000
CTC *	Rs. 540,000

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

4.2. Allowances:

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

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

4.3. Other Benefits:

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

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

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Training and Placement Cell



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

5. General:

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

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

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

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

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

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

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

7. Your **Date of Joining** shall be **February 3, 2023.**

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

For Home First Finance Company India Ltd.



(Authorised Signatory)

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

Date: _____

(Signature):


Training and Placement Cell

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Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c=IN, o=Personal, ou=0005,
email=Ragin.Ravindrabhai@swami.edu,
ou=Swami Startup & Innovation University,
ou=0005, postalCode=400015,
serialNumber=2926227739966306,
serialNumber.2=40736644446, cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

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

5. General:

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

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

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

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

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

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

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

7. Your **Date of Joining** shall be **February 3, 2023.**

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

For Home First Finance Company India Ltd.



(Authorised Signatory)

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

Date: _____

(Signature):


Training and Placement Cell

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c = IN, o = Personal, ou = BGS,
email = ragin@bgs1104293@bgs1104293.com,
ou = Personal,
ou = BGS, ou = BGS, ou = BGS,
ou = BGS, postalCode = 400015,
+CN = Ragin
serialNumber = 202402101016454610530,
serialNumber = 202402101016454610530,
c = IN, o = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

Dear Nambiar Krishnapriya Rajesh,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 72,000
Mobile & Fuel Allowance	Rs. 9,000
Other Allowances	Rs. 87,400
Provident Fund	Rs. 21,600
Gross Salary	Rs. 460,000
Incentives	Rs. 80,000
CTC *	Rs. 540,000

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

4.2. Allowances:

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

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

4.3. Other Benefits:

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

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

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
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Training and Placement Cell



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

5. General:

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

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

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

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

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

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

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

7. Your **Date of Joining** shall be **February 3, 2023.**

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

For Home First Finance Company India Ltd.



(Authorised Signatory)

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

Date: _____

(Signature):


Training and Placement Cell!

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Ravindrab
hai Shah

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email=ragin_ravindrabhai@rediffmail.com,
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+CN=RSK,
serialNumber=2926227739966306,
serialNumber=2926227739966306,
40736644446, cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

Appointment Letter

28th December, 2022

To,

Ms. Patel Hitarthi Sanjaykumar

Dear Patel Hitarthi Sanjaykumar

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 _____

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Ravindrab
hai Shah

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Dear Sharma Arth Dineshchandra,

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

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

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

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

4. Compensation Package:

4.1. Salary: As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 72,000
Mobile & Fuel Allowance	Rs. 9,000
Other Allowances	Rs. 87,400
Provident Fund	Rs. 21,600
Gross Salary	Rs. 460,000
Incentives	Rs. 80,000
CTC *	Rs. 540,000

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

4.2. Allowances:

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

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

4.3. Other Benefits:

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

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



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



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

5. General:

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

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

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

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

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

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

7. Your **Date of Joining** shall be **February 3, 2023.**

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

For Home First Finance Company India Ltd.



(Authorised Signatory)

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

Date: _____

(Signature):


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DN: c = IN, o = Personal, ou = 8095,
email = 02a9f98314542938e4
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d5aeaf1fca, postalCode = 800015,
serialNumber = 29262577399a63d6,
serialNumber = 40736644446, cn = Ragin Ravindrabhai
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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.


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email = ragin@iops.in, cn = Ragin Ravindrabhai
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email = ragin@iops.in, cn = Ragin Ravindrabhai
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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



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email = ragin@iope.com, cn = Ragin
Ravindrabhai
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Date: 2024.10.10 10:45:46 +05'30'

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

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



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ou=IOPEX, postalCode=600015,
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d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any 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 policy documents are 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.


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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:

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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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serialNumber=2926272770966006,
serialNumber=4073664446, cn=Ragin Ravindrabhai
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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

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



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

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Training and Placement Cell



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+449696,
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40736644446, cn=Ragin Ravindrabhai
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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Malivad Hansrajsinh

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

- 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.

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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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email=ravin_02@RSK114242@rediffmail.com,
ou=RSK, ou=RSK, ou=RSK, ou=RSK,
ou=RSK, postalCode=800015,
+rsk=RSK,
serialNumber=2926257730968306,
serialNumber=427664446, cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 16:45:46 +05'30'

Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip, if applicable.
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof (Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"


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email = raginrathod1984@gmail.com,
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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



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c = IN, o = Personal, ou = SIO,
email = ragin@iope.com, cn = Ragin
Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

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

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Training and Placement Cell



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hai Shah

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ou=IOPEX, ou=IOPEX, ou=IOPEX,
ou=IOPEX, postalCode=600015,
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serialNumber=2926257739966306,
serialNumber=2926257739966306,
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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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hai Shah

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email=ravin_02@RSK114242@rediffmail.com,
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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 policy documents are 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.


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DN: c = IN, o = Personal, ou = SIOE,
email = ragin@iope.com, cn = 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 **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You 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.


Training and Placement Cell
Signature

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c = IN, o = Personal, ou = SGT,
email = ragin@sgt.ac.in, cn = Ragin Ravindrabhai
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[1.4.1.3] uuid = 4a4e423039464e44
4073664446, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'



Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip, if applicable.
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof (Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"


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o = Personal, ou = 8095,
email = raginrathod1984@gmail.com,
serial = 1, version = 3
Date: 2024.10.10 10:45:46 +05'30'



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

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c = IN, o = Personal, ou = IOPEX,
email = ragin@iope.com, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'



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

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Training and Placement Cell



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hai Shah

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email=ragin_ravindrabhai@iope.com,
ou=IOPEX, ou=IOPEX, ou=IOPEX,
ou=IOPEX, postalCode=600015,
+449696,
serialNumber=292627770966006,
serialNumber=292627770966006,
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Shah
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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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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 policy documents are available in our portal myportal.iopeX.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.


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email = ragin@iopeX.com, cn = Ragin
Ravindrabhai
Date: 2024.10.10 10:45:46 +05'30'

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11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You 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

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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.


Training and Placement Cell
Signature

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c = IN, o = Personal, ou = 8095,
email = ragin@swami.in, cn = Ragin Ravindrabhai
Shah, email = ragin@swami.in,
ou = 8095, postalCode = 800015,
+44736644446
serialNumber = 2926272770966036,
serialNumber = 2926272770966036,
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If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month 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.

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

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Training and Placement Cell



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email=ragin@iope.com, postalCode=600015,
serialNumber=2726257770966036,
serialNumber.2=40736644446, cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any 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 policy documents are 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



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c = IN, o = Personal, ou = SIOE,
email = ragin@iope.com, cn = Ragin Ravindrabhai
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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip, if applicable.
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof (Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"


Training and Placement Cell

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o = Personal, ou = 8095,
email = raginrathod1984@gmail.com,
serial = 1, version = 3
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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.

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

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Training and Placement Cell



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ou=IOPEX, ou=IOPEX, ou=IOPEX,
ou=IOPEX, postalCode=600015,
+449696,
serialNumber=292625773996036,
serialNumber=4273664446, cn=Ragin Ravindrabhai
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d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any 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 policy documents are 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.


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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You 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.


Training and Placement Cell
Signature

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b191-8a3, postalCode = 380015,
+440000
serialNumber = 29262727399a03d6,
serialNumber.2 = 1311333a00000000
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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip, if applicable.
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof (Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - Voters Identity Card
 - Telephone bill
 - Ration card
 - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"


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email = raginrathod1984@gmail.com,
serial = 1, version = 3
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- The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.
 4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
 5. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
 6. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
 7. Kindly confirm your acceptance of this appointment by signing and returning a copy of this letter by **28th Feb 2023**, henceforth, the appointment will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,



Gaurav Garg

Head - HR

CapitalVia Global Research Limited


Training and Placement Cell

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email=ragin_ravindrabhai@capitalvia.com,
ou=CapitalVia, ou=HR,
ou=HR, postalCode=800015,
serialNumber=2926257739968306,
serialNumber=4073664446, cn=Ragin Ravindrabhai
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We look forward to your joining our team for a long, successful and pleasant association.

Regards,



Gaurav Garg

Head - HR

CapitalVia Global Research Limited


Training and Placement Cell

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email=ragin_ravindrabhai@capitalvia.com,
ou=CapitalVia, ou=HR,
ou=HR, postalCode=800015,
serialNumber=2926257739968306,
serialNumber=4073664446, cn=Ragin Ravindrabhai
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To,
Rabari Dhruvkumar

11/March/2023
Bangalore

Sub: Appointment Letter

Dear Rabari Dhruvkumar

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. Detail breakup 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 **1st April 2023** & submission of all mandatory documents (**Annex ure-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





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





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
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- 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



1st March 2023

APPOINTMENT LETTER

Ms. Diya Palkeshkumar Parikh

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist** in **Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Appointment** is being issued subject to the following terms:
 - a) You shall join the company on or before **1st May 2023**.
 - b) Accuracy of the testimonials and information provided by you.
 - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the appointment letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of appointment, particular or detail of products, developing process, technical know-how, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)

I accept the terms and conditions of this offer


Training and Placement Cell

Ragin
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st = Karnataka
serialNumber = 2926272710966106,
serialNumber = 40736614446, cn = Ragin
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Date: 2024.11.10 10:45:46 +05'30

ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042

1st March 2023

APPOINTMENT LETTER

Mr. Kapadiya Hitanshu Divyang

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist** in **Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Appointment** is being issued subject to the following terms:
 - a) You shall join the company on or before **1st May 2023**.
 - b) Accuracy of the testimonials and information provided by you.
 - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
 - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the appointment letter at any time without assigning any reason.
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6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of appointment, particular or detail of products, developing process, technical know-how, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours sincerely,



Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)

I accept the terms and conditions of this offer


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email = ragin@swami.edu.in, ou =
Digital Office,
ou = SWSI, ou = SWSI, ou = SWSI,
ou = SWSI, postalCode = 560015,
ou = SWSI,
serialNumber = 20240310104546-10930,
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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042

Annexure

Name: Patel Aum Bhavesh	Designation: Senior Executive Customer Experience & Product Specialist	
Band: B2A	Location: Bangalore	
Entitlement	Per Month₹	Per Annum₹
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
Sub Total 1	30,967	3,71,604
Company's Contribution to PF	1,800	21,600
Sub Total 2	32,767	3,93,204
Group Mediclaim Insurance		11,800
Gratuity (Estimated)***		8,511
Sub Total 3		11,652
Gross Annual Fixed (Grand Total)		4,13,515
Annual Management Bonus~		45,000
Total Cost to Company ^^^ (at 100% payout)		4,58,515

^^^Total Cost to Company

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

*****Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.

- Income Tax will be deducted as per slabs specified in IT Act.
- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

~ Annual Management Bonus

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)




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ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
 Dickenson Road Bangalore, KA 560042

Date: 25th Feb 2023

Letter of Appointment

Dear Choudhary Bharatkumar Joraram,

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

1. Your Posting will be at CAPITALVIA GLOBAL RESEARCH LIMITED, Indore post your final semester exam which will be communicated to you by the Company.

2. Your compensation on a cost to company basis will be Rs.303,160 (Details of which you can find below).

Client Acquisition Manger		
Grade: O-3	Level: Senior Officer	Band: B-1
Details Of Remuneration		Annual G Amount (INR)
Basic (Includes Employee's PF Contribution)		120,000
HRA		48,000
Performance Allowance		28,200
Other Allowance		85,800
Gross Salary		282,000
Employer's Contribution for PF		14,400
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		5,760
CTC		303,160

- **CTC of Rs.1,54,402/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**
- Performance Allowance is based on the achievement of your respective Goals will be paid on monthly basis.
- sThe service agreement will be of 1 Year with training cost of Rs. 75,000; duly recoverable in case of not completing the set tenure.

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surname=024718304781522a085087
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Training and Placement Cell



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



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

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Training and Placement Cell



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d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any 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 policy documents are 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.


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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You 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.


Training and Placement Cell
Signature



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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
 - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip, if applicable.
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
 - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
 - Voters Identity Card
 - Driving License
 - Bank Pass Book with attested customer photograph
6. Address Proof (Kindly provide all the below mentioned documents)
 - Valid Indian Passport
 - Aadhar Card
 - 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 disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"


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

17th March, 2023

Ref: OPEX/RRF4108.CAN/2156001004

APPOINTMENT LETTER

To,
Patel Datteshkumar

Dear Datteshkumar,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on July 02, 2023.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


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For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

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You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

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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.

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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.

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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.

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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.

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

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



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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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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.


Training and Placement Cell
Signature



Ragin
Ravindrab
hai Shah

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serialNumber=102499811404245844,
email=ragin@sssi.edu.in
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 - a) 10th Mark Sheet
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 - 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 disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"


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



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

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Training and Placement Cell



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email=ragin@iopes.com]
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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 policy documents are 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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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
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Note: "Kindly bring the Original certificates for validation at the time of joining"


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17th March, 2023

Ref: OPEX/RRF4108.CAN/2156001007

APPOINTMENT LETTER

To,
Sadhu Nandan Girishbhai

Dear Nandan,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on July 02, 2023.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


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For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. Health Insurance Plan - ESIC Scheme:

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX 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.

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If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month 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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You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A - Compensation Details
Annexure B - Other Benefits
Annexure C - Terms & Conditions



Training and Placement Cell



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d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any 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 policy documents are 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.


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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
 - a) 10th Mark Sheet
 - b) 12th Mark Sheet
 - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
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17th March, 2023

Ref: OPEX/RRF4108.CAN/2156001041

APPOINTMENT LETTER

To,
Patel Tejas Shaileshkumar

Dear Tejas,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on July 02, 2023.

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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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.

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10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

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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



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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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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 disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"


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17th March, 2023

Ref: OPEX/RRF4108.CAN/2156001042

APPOINTMENT LETTER

To,
Prajapati Miteshkumar

Dear Miteshkumar,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on July 02, 2023.

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.


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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



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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You 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.


Training and Placement Cell
Signature



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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.

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The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month 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.

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d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
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Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You 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

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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.


Training and Placement Cell
Signature



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17th March, 2023

Ref: OPEX/RRF4108.CAN/2156001046

APPOINTMENT LETTER

To,
Patel Jay Girishkumar

Dear Jay,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. Date of Commencement of Employment:

Your employment with the Company shall commence on July 02, 2023.

2. Location:

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.


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7. Leave

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8. Increments & Promotions

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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.

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d) Applicable tax would be borne by the employee.

Note -

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.


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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any 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 policy documents are 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



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin
Shah
DN: c=IN, o=Personal, ou=IOS, email=ragin@ios.com, cn=Ragin
Shah
Date: 2024.10.10 10:45:46 +05'30'

10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You 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.


Training and Placement Cell
Signature



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, ou=Personal, o=SSSI, postalCode=400005,
serialNumber=102499811404245844,
email=ragin@sssi.edu.in
c=IN, ou=Personal, o=SSSI, postalCode=400005,
serialNumber=102499811404245844,
email=ragin@sssi.edu.in
Date: 2024.10.10 10:45:46 +05'30'

Ref: MMFSL/Dec-2022/MT/HRD/C2156001011

Date: December 15, 2022

Mr. Patel Kunj Mahendrabhai

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Patel Kunj
Mahendrabhai,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Business Development -Jr.Manager** position in our company.

Further to the interview, we are pleased to offer you employment as **“Business Development -Jr.Manager”** 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



Ragini
Ravindrabhai
Shah

VM.
Regd. Office: Gateway Building, Apollo Bunder, Mumbai 400 001 India
Tel: +91 22 2287 1031 | Fax: +91 22 2287 5485 | www.mahindrafinance.com
CIN: L26500MH2005PLC059542
Date: 2022.12.15.10.45.46 -0530

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Ref: MMFSL/Dec-2022/MT/HRD/C2156001014

Date: December 15, 2022

Ms. Padariya Parita Ashokbhai

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Ms. Padariya Parita
Ashokbhai,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Business Development -Jr. Manager** position in our company.

Further to the interview, we are pleased to offer you employment as **“Business Development -Jr. Manager”** in Grade – **L80** at our Office Location.

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Training and Placement Cell



Ragin
Ravindrab
hai Shah

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Tel: +91 22 2287 1031 | Fax: +91 22 2287 5485 | www.mahindrafinance.com
CIN: U72200MH2012PLC059542
Registered Office: 4th Floor, Mahindra Towers, Dr. G. M. Bhosale Marg, Worli, Mumbai 400 018 India
Date: 2022.12.15.10.45.46.0270

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to the 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 **May 29,2023**

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

Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai
Shah; DN: cn=Ragini Ravindrabhai
Shah, o=Mahindra & Mahindra Financial
Services Ltd., ou=HR, email=Ragini.Ravindrabhai.Shah@mahindra.com, c=IN



Ref: MMFSL/Dec-2022/MT/HRD/C2156001018

Date: December 15, 2022

Mr. Chaudhari Suhagkumar Jayantilal

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Chaudhari
Suhagkumar Jayantilal,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Business Development -Jr. Manager** position in our company.

Further to the interview, we are pleased to offer you employment as **“Business Development -Jr. Manager”** in Grade – **L80** at our Office Location.

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Retention Bonus **	120000
Total Annual CTC	600000

Training and Placement Cell



Ragini
Ravindrabhai
Shah

VM
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Email: hr@mahindrafinance.com | hr@mmfsl.com
C-211/1/1991P, C-556/42
Aheri East, Post Office - 400015
Mumbai
Company Number - 052602747759946006
Sales Tax Number - 27A(1)18/03/04/24/1522/00000007
4020666466, 01, Swamiji Startup & Innovation
Shah
Date: 2022.12.15.10.45.46 -0530

*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 the Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

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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 **May 29,2023**

Please sign the duplicate copy of this letter as token of acceptance of the above offer.

The above offer of appointment is subject to submission & verification of following documents:

- Copies of your testimonials.
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- 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


Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai
Shah; DN: cn=Ragini Ravindrabhai
Shah, o=Mahindra & Mahindra Financial
Services Ltd., email=Ragini.Ravindrabhai@mahindra.com, c=IN
Date: 2023.10.10 10:45:46 +05'30'



Ref: MMFSL/Dec-2022/MT/HRD/C2156001024

Date: December 15, 2022

Mr. Prajapati Jay Arvindbhai

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Prajapati Jay
Arvindbhai,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Business Development -Jr. Manager** position in our company.

Further to the interview, we are pleased to offer you employment as **“Business Development -Jr. Manager”** 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:

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Gross Fixed Annual CTC	400000
Performance Pay *	80000
Retention Bonus **	120000
Total Annual CTC	600000

Training and Placement Cell



Ragini
Ravindrabhai
Shah

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Tel: +91 22 2287 1031 | Fax: +91 22 2287 5485 | www.mahindrafinance.com
CIN: L27100MH2005PLC059542
Registered Office: 4th Floor, Mahindra Towers, Dr. G. M. Bhosale Marg, Worli, Mumbai 400 018 India
Date: 2022.12.15.10.45.46.0270

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to the Management Trainee provided he / she is rated at 'S' and above in the appraisal.

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A detailed appointment letter will be issued to you after your joining the Company.

We would appreciate if you can kindly join us on or before **May 29,2023**

Please sign the duplicate copy of this letter as token of acceptance of the above offer.

The above offer of appointment is subject to submission & verification of following documents:

- Copies of your testimonials.
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- 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


Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai
Shah; DN: cn=Ragini Ravindrabhai
Shah, o=Mahindra & Mahindra Financial
Services Ltd., ou=HR, email=Ragini.Ravindrabhai.Shah@mahindrafinance.com, c=IN
Date: 2023.10.10 10:45:46 +05'30'



Ref: MMFSL/Dec-2022/MT/HRD/C2156001025

Date: December 15, 2022

Mr. Zala Vanrajsinh Lakhubha

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Zala Vanrajsinh
Lakhubha,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Business Development -Jr. Manager** position in our company.

Further to the interview, we are pleased to offer you employment as **“Business Development -Jr. Manager”** 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:

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Gross Fixed Annual CTC	400000
Performance Pay *	80000
Retention Bonus **	120000
Total Annual CTC	600000

Training and Placement Cell



Ragini
Ravindrab
hai Shah

VM
Date: 2022.12.15.10.45.46 -0530

*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 the Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

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- 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


Ragini
Ravindrab
hai Shah

Digitally signed by Ragini Ravindrabhai
DN: cn=Ragini, o=Mahindra & Mahindra Financial Services Ltd., email=Ragini.Ravindrabhai@mahindra.com, c=IN
c=IN, o=Mahindra & Mahindra Financial Services Ltd., email=Ragini.Ravindrabhai@mahindra.com, c=IN
Date: 2023.10.10 10:45:46 +05'30'



Ref: MMFSL/Dec-2022/MT/HRD/C2156001028

Date: December 15, 2022

Mr. Chaudhari Dhaval Dahyabhai

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Chaudhari Dhaval
Dahyabhai,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Business Development -Jr. Manager** position in our company.

Further to the interview, we are pleased to offer you employment as **“Business Development -Jr. Manager”** 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:

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Total Annual CTC	600000

Training and Placement Cell



Ragini
Ravindrabhai
Shah

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Regd. Office: Gateway Building, Apollo Bunder, Mumbai 400 001 India
Tel: +91 22 2287 1031 | Fax: +91 22 2287 5485 | www.mahindrafinance.com
CIN: L26100MH2005PLC0559542
Date: 2022.12.15.10.45.46 -0530

Ref: MMFSL/Dec-2022/MT/HRD/C2156001029

Date: December 15, 2022

Mr. Patel Sachin Kantilal

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Patel Sachin
Kantilal,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Business Development -Jr.Manager** position in our company.

Further to the interview, we are pleased to offer you employment as **“Business Development -Jr.Manager”** in Grade – **L80** at our Office Location.

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Training and Placement Cell



Ragin
Ravindrab
hai Shah

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Regd. Office: Gateway Building, Apollo Bunder, Mumbai 400 001 India
Tel: +91 22 2287 1031 | Fax: +91 22 2287 5485 | www.mahindrafinance.com
CIN: L26100MH1991P0059542
Registered Office: 4th Floor, Mahindra Towers, Dr. G. M. Bhosale Marg, Worli, Mumbai 400 018 India
Date: 2022.12.15.10.45.46.0270

Mahindra FINANCE

Ref: MMFSL/Dec-2022/MT/HRD/C2156001031

Date: December 15, 2022

Mr. Patel Deep Dineshbhai

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Patel Deep
Dineshbhai,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Business Development -Jr.Manager** position in our company.

Further to the interview, we are pleased to offer you employment as **“Business Development -Jr.Manager”** in Grade – **L80** at our Office Location.

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Training and Placement Cell



Ragini
Ravindrab
hai Shah

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Regd. Office: Gateway Building, Apollo Bunder, Mumbai 400 001 India
Tel: +91 22 2287 1031 | Fax: +91 22 2287 5485 | www.mahindrafinance.com
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4026664444, 01, Swami Startup & Innovation
Shah
Date: 2022.12.15.10.45.46 -0530

Ref: MMFSL/Dec-2022/MT/HRD/C2156001034

Date: December 15, 2022

Mr. Patel Kuldipkumar Bharatbhai

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Patel Kuldipkumar
Bharatbhai,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Business Development -Jr.Manager** position in our company.

Further to the interview, we are pleased to offer you employment as **“Business Development -Jr.Manager”** in Grade – **L80** at our Office Location.

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Training and Placement Cell



Ragin
Ravindrab
hai Shah

VM.
Regd. Office: Gateway Building, Apollo Bunder, Mumbai 400 001 India
Tel: +91 22 2287 1031 | Fax: +91 22 2287 5485 | www.mahindrafinance.com
CIN: L27100MH2005PLC059542
Date: 2022.12.15.10.45.46 -0570

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to the 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 **May 29,2023**

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


Ragini
Ravindrabhai
Shah

Document signed by Ragini Ravindrabhai
Shah on Personal File - 4505,
31/05/2023, 10:22:49 AM, 104245844
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Shah
Date: 2023.10.10 10:45:46 -05'30'



Ref: MMFSL/Dec-2022/MT/HRD/C2156001035

Date: December 15, 2022

Mr. Patel Parthkumar Pravinbhai

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Patel Parthkumar
Pravinbhai,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Business Development -Jr.Manager** position in our company.

Further to the interview, we are pleased to offer you employment as **“Business Development -Jr.Manager”** 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



Ragin
Ravindrab
hai Shah

VM.
Regd. Office: Gateway Building, Apollo Bunder, Mumbai 400 001 India
Tel: +91 22 2287 1031 | Fax: +91 22 2287 5485 | www.mahindrafinance.com
CIN: L26500MH2005PLC0559542
Registered Office: 4th Floor, Mahindra Towers, Dr. G. M. Bhosale Marg, Worli, Mumbai 400 018 India
Date: 2022.12.15.10.45.46.0270

*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 the Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of **Rs. 10 lakhs** subject to satisfactory compliance of rules of insurance company in this regard. This will be effective from the date of payment of premium against this policy.
2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company.

We would appreciate if you can kindly join us on or before **May 29,2023**

Please sign the duplicate copy of this letter as token of acceptance of the above offer.

The above offer of appointment is subject to submission & verification of following documents:

- Copies of your testimonials.
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- Date of Birth Certificate
- Salary Certificate
- Address Proof

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.


Training and Placement Cell

AUTHORISED SIGNATORY


Ragini
Ravindrabhai
Shah

Document signed by Ragini Ravindrabhai
Shah on Personal File - 4505,
31/05/2023, 10:22:49 AM, 104245844
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3.5.4.30-104407404420788896 flow
4134641104, 2023/05/31, 10:22:49 AM
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Shah
Date: 2023.10.10.10:45:46 -05'30'



Ref: MMFSL/Dec-2022/MT/HRD/C2156001036

Date: December 15, 2022

Mr. Patel Mitesh Sendhabhai

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Patel Mitesh
Sendhabhai,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Business Development -Jr.Manager** position in our company.

Further to the interview, we are pleased to offer you employment as **“Business Development -Jr.Manager”** 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:

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Performance Pay *	80000
Retention Bonus **	120000
Total Annual CTC	600000

Training and Placement Cell



Ragin
Ravindrab
hai Shah

VM.
Regd. Office: Gateway Building, Apollo Bunder, Mumbai 400 001 India
Tel: +91 22 2287 1031 | Fax: +91 22 2287 5485 | www.mahindrafinance.com
CIN: L26110MH1991P0059542
Date: 2022.12.15.10.45.46.0270

Mahindra FINANCE

Ref: MMFSL/Dec-2022/MT/HRD/C2156001038

Date: December 15, 2022

Mr. Patel Harsh Jitendrakumar

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Dear Mr. Patel Harsh
Jitendrakumar,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Business Development -Jr.Manager** position in our company.

Further to the interview, we are pleased to offer you employment as **“Business Development -Jr.Manager”** 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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Gross Fixed Annual CTC	400000
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Retention Bonus **	120000
Total Annual CTC	600000

Training and Placement Cell



Ragin
Ravindrab
hai Shah

VM.
Regd. Office: Gateway Building, Apollo Bunder, Mumbai 400 001 India
Tel: +91 22 2287 1031 | Fax: +91 22 2287 5485 | www.mahindrafinance.com
CIN: L26100MH2005PLC059542
Date: 2022.12.15.10.45.46.0270

Mahindra FINANCE

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



Amresh Mishra
AVP-HR

Devanshi

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



Ragin
Ravindrab
hai Shah

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serialNumber=050027977599ae0208
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Shah
Date: 2024.10.10 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 **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



Amresh Mishra
AVP-HR

Ravikumar

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



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Ravindrab
hai Shah

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serialNumber=052627977599a80d8
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Shah
Date: 2024.10.10 10:45:46 +05'30'

ANNEXURE-II (Joining & Induction)

Submission of Documents

On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001**.

Induction Programme

From Day 1, you will undergo Induction programme between **15th April,2023 to 21st April,2023** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR

Travelling

-You shall be required to bear expenses incurred on travel while reporting for joining and Induction -Train ticket from Gurgaon to your place of posting shall be arranged by us

Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY

Plot No. 208-P,

Near DPS Primary School

Sec. 47, Gurugram - 122001

Phone: **0124-4054437/ 9599754675** (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th April,2023**

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 April,2023)

Amresh Mishra

Ravikumar

Signature

Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=0205, postalCode=14042, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
c=IN, o=Personal, ou=0205, postalCode=14042, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC-345/2023

6th April,2023

Subject: Offer of Appointment

Dear Mr.Krishnarajsinh,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th April,2023** on mutually agreed terms and conditions.

Your initial place of posting will be at our **TCI Express Bangalore Regional Office**. You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO**. In addition, your functional reporting would be to **Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office**.

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on 15th April,2023 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

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



**Amresh Mishra
AVP-HR**

Krishnarajsinh

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



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Ravindrab
hai Shah

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

ANNEXURE-II (Joining & Induction)

Submission of Documents

On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme

From Day 1, you will undergo Induction programme between **15th April,2023 to 21st April,2023** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR

Travelling

-You shall be required to bear expenses incurred on travel while reporting for joining and Induction -Train ticket from Gurgaon to your place of posting shall be arranged by us

Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY

Plot No. 208-P,

Near DPS Primary School

Sec. 47, Gurugram - 122001

Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th April,2023**

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 April,2023)



Amresh Mishra

Krishnarajsinh

Signature



Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin
Shah
DN: c=IN, o=Personal, ou=RSIS,
postalAddress=0124996114042458644
@swamiji.org,
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@swamiji.org,
serialNumber=02602797759960006
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Shah
Date: 2024.10.10 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 **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



Amresh Mishra
AVP-HR

Yashkumar

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



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hai Shah

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surname=1054718304741522a0603d7
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Shah
Date: 2024.10.10 10:45:46 +05'30'

ANNEXURE-II (Joining & Induction)

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Conveyance

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Stay & Accommodation:

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Near DPS Primary School

Sec. 47, Gurugram - 122001

Phone: **0124-4054437/ 9599754675** (Contact Person: Mr. R.K. Verma)

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Necessary arrangement is made for stay, breakfast & Dinner.

- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -

You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e.,21st April,2023)

Amresh Mishra

Yashkumar

Signature

Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=0205, postalCode=140424, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
c=IN, o=Personal, ou=0205, postalCode=140424, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
c=IN, o=Personal, ou=0205, postalCode=140424, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 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 **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



Amresh Mishra
AVP-HR

Akash

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c = IN, o = Personal, ou = 6505,
 postalCode = 0229996114642458644,
 email = rai@...
 2.5.4.30 = 02467444a20768899e8ee
 f551e0f080942a49917159a440
 email = tci, postalCode = 380015,
 cn = Ragin
 serialNumber = 050627977599a80d8
 surname = Ragin, o = TCI, postalCode =
 4026664446, cn = Ragin Ravindrabhai
 Shah
 Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name: Dodiya Akash Mahendrabhai 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.

Akash

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

Ragin
Ravindrab
hai Shah

© TCI Express 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 otherwise, without the prior written permission of TCI Express Limited.
Date: 2024.10.10.10.45.46.00700

ANNEXURE-II (Joining & Induction)

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Important Note:

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Amresh Mishra

Akash

Signature

Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=0205, postalCode=140424, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
c=IN, o=Personal, ou=0205, postalCode=140424, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 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 **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



Amresh Mishra
AVP-HR

Harshkumar

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
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[Signature]
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serialNumber=f04d074d4a2078889e8ee
40266644d6, cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name: Patel Harshkumar Ganapatbhai 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.**

Harshkumar

Signature


Training and Placement Cell



**Ragin
Ravindra
hai Shah**

ANNEXURE-II (Joining & Induction)

Submission of Documents

On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001**.

Induction Programme

From Day 1, you will undergo Induction programme between **15th April,2023 to 21st April,2023** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR

Travelling

-You shall be required to bear expenses incurred on travel while reporting for joining and Induction -Train ticket from Gurgaon to your place of posting shall be arranged by us

Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY

Plot No. 208-P,

Near DPS Primary School

Sec. 47, Gurugram - 122001

Phone: **0124-4054437/ 9599754675** (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th April,2023**

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 April,2023)

Amresh Mishra

Harshkumar

Signature

Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=0205, postalCode=14042, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
c=IN, o=Personal, ou=0205, postalCode=14042, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name: Fuletra Jay Vrajlal **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.**

Jay

Signature


Training and Placement Cell



**Ragin
Ravindra
hai Shah**

ANNEXURE-II (Joining & Induction)

Submission of Documents

On Day zero, the Joining Formalities shall be done.

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From Day 1, you will undergo Induction programme between **15th April,2023 to 21st April,2023** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR

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-You shall be required to bear expenses incurred on travel while reporting for joining and Induction -Train ticket from Gurgaon to your place of posting shall be arranged by us

Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY

Plot No. 208-P,

Near DPS Primary School

Sec. 47, Gurugram - 122001

Phone: **0124-4054437/ 9599754675** (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th April,2023**

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 April,2023)

Amresh Mishra

Jay

Signature

Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=0205, postalCode=140424, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
c=IN, o=Personal, ou=0205, postalCode=140424, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC-325/2023

6th April,2023

Subject: Offer of Appointment

Dear Mr.Shubham,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th April,2023** on mutually agreed terms and conditions.

Your initial place of posting will be at our **TCI Express Bangalore Regional Office**. You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO**. In addition, your functional reporting would be to **Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office**.

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on 15th April,2023 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

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



Amresh Mishra
AVP-HR

Shubham

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c, IN, o=Personal, st=AP, postalCode=732009, email=ragin@rediffmail.com, cn=Ragin Ravindrabhai Shah
2.5.4.30=104407444a2078889e8ee
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C=IN, o=Swamiji Startup & Innovation University, postalCode=380015, email=ragin@rediffmail.com, cn=Ragin Ravindrabhai Shah
4026664446, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

ANNEXURE-II (Joining & Induction)

Submission of Documents

On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme

From Day 1, you will undergo Induction programme between **15th April,2023 to 21st April,2023** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR

Travelling

-You shall be required to bear expenses incurred on travel while reporting for joining and Induction -Train ticket from Gurgaon to your place of posting shall be arranged by us

Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY

Plot No. 208-P,

Near DPS Primary School

Sec. 47, Gurugram - 122001

Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th April,2023**

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 April,2023)



Amresh Mishra

Shubham

Signature



Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin
Shah
DN: c=IN, o=Personal, ou=0205,
postalCode=122001, email=ragin@swamiji.edu.in,
serial=1543010440740420788896, flow
reason=urn:ietf:params:spki:reason:revoked,
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serialNumber=02052797759960308,
serialNumber=4020666446, cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC-345/2023

6th April,2023

Subject: Offer of Appointment

Dear Mr.Satyam,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th April,2023** on mutually agreed terms and conditions.

Your initial place of posting will be at our **TCI Express Bangalore Regional Office**. You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO**. In addition, your functional reporting would be to **Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office**.

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on 15th April,2023 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

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



**Amresh Mishra
AVP-HR**

Satyam

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=SSS, postalCode=0229990114042458044
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surname10547183041741522a0603d7
40266644d6, cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

ANNEXURE-II (Joining & Induction)

Submission of Documents

On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001**.

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Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY

Plot No. 208-P,

Near DPS Primary School

Sec. 47, Gurugram - 122001

Phone: **0124-4054437/ 9599754675** (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th April,2023**

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 April,2023)

Amresh Mishra

Satyam

Signature

Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=0205, postalCode=14042, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
c=IN, o=Personal, ou=0205, postalCode=14042, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 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 **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



Amresh Mishra
AVP-HR

Parth

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=SSS, postalCode=0229990114042458044
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050e01ffcc
serialNumber=050027977599a008
surname=1054718304741522a060087
4226664446, cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name: Valand Parth Baldevbhai **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
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Gross salary per month	25,875
Per Annum CTC	3,61,157
Gross salary per annum	3,10,500

*** As per the Bonus act, you are eligible for annual bonus. It would be paid to you as per the State Minimum wage or bonus ceiling, whichever is higher. It can change in a year as per the said rules of the Bonus Act.**

Parth

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

Ragin
Ravindra
hai Shah

TCI Express Limited
CIN: L62200TG2008PLC061781
4020666446, 01, 02, 03, 04, 05, 06, 07, 08, 09, 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
Date: 2024.10.10.10.45.46 - 05700

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**.

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Your accommodation is arranged at below guest house:

THE N S RESIDENCY

Plot No. 208-P,

Near DPS Primary School

Sec. 47, Gurugram - 122001

Phone: **0124-4054437/ 9599754675** (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th April,2023**

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 April,2023)

Amresh Mishra

Parth

Signature

Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=0205, postalCode=140424, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
c=IN, o=Personal, ou=0205, postalCode=140424, email=0205@rediffmail.com, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC-367/2023

6th April,2023

Subject: Offer of Appointment

Dear Mr.Jinen,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th April,2023** on mutually agreed terms and conditions.

Your initial place of posting will be at our **TCI Express Bangalore Regional Office**. You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO**. In addition, your functional reporting would be to **Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office**.

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on 15th April,2023 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

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



Amresh Mishra
AVP-HR

Jinen

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, st=AP, postalCode=732402, email=ragin_ravindrabhai@rediffmail.com, cn=Ragin Ravindrabhai Shah
2.5.4.30=f04d074d4a2078889e8ee7f531e0f0809d2a49917159a43d0
@tci-express.com, postalCode=380015
[Signature]
serialNumber=052627977599a803d8
serialNumber=052627977599a803d8
4026664446, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

ANNEXURE-II (Joining & Induction)

Submission of Documents

On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001**.

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From Day 1, you will undergo Induction programme between **15th April,2023 to 21st April,2023** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR

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- 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.

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Your accommodation is arranged at below guest house:

THE N S RESIDENCY

Plot No. 208-P,

Near DPS Primary School

Sec. 47, Gurugram - 122001

Phone: **0124-4054437/ 9599754675** (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th April,2023**

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 April,2023)

Amresh Mishra

Jinen

Signature



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, ou=0205, postalCode=1404258844, email=ragin@rediffmail.com
c=IN, o=Personal, ou=0205, postalCode=1404258844, email=ragin@rediffmail.com
c=IN, o=Personal, ou=0205, postalCode=1404258844, email=ragin@rediffmail.com
Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC-323/2023

6th April,2023

Subject: Offer of Appointment

Dear Mr.Kamlesh,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th April,2023** on mutually agreed terms and conditions.

Your initial place of posting will be at our **TCI Express Bangalore Regional Office**. You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO**. In addition, your functional reporting would be to **Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office**.

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on 15th April,2023 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

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



**Amresh Mishra
AVP-HR**

Kamlesh

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



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Ravindrab
hai Shah

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DN: c=IN, o=Personal, ou=SSS, postalCode=022999011404258044, email=ragin@rediffmail.com
2.5.4.20=f04d074d4a2078889e8ee7f501a0f0809d2a49917159a43d0
@tci-express.com, postalCode=380015
c=IN, ou=TPC
serialNumber=052627977599a0208
surname=Ravindrabhai, postalCode=4026664446, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name: Prajapati Kamlesh Mohanbhai 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.**

Kamlesh

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

Ragin
Ravindra
hai Shah

12/04/2024 10:10:45 AM
 Date: 2024.10.10.10:45 AM +05'30'

ANNEXURE-II (Joining & Induction)

Submission of Documents

On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme

From Day 1, you will undergo Induction programme between **15th April,2023 to 21st April,2023** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR

Travelling

-You shall be required to bear expenses incurred on travel while reporting for joining and Induction -Train ticket from Gurgaon to your place of posting shall be arranged by us

Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY

Plot No. 208-P,

Near DPS Primary School

Sec. 47, Gurugram - 122001

Phone: **0124-4054437/ 9599754675** (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th April,2023**

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 April,2023)

Amresh Mishra

Kamlesh

Signature

Training and Placement Cell



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DN: c=IN, o=Personal, ou=0205, postalCode=1404258044, email=ragin@rediffmail.com
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Date: 2024.10.10 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 **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



Amresh Mishra
AVP-HR

Darshna

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



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hai Shah

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DN: c=IN, o=Personal, ou=SSS, postalCode=732402, email=ragin_ravindrabhai@rediffmail.com, cn=Ragin Ravindrabhai Shah
2.5.4.30=f04d074d4a2078889e8ee7f531e0f0809d2a49917159a43d0
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Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name: Makwana Darshna **Grade: D**
Mahendrakumar

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.**

Darshna


Signature
Training and Placement Cell



Ragin
 Ravindra
 hai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents

On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme

From Day 1, you will undergo Induction programme between **15th April,2023 to 21st April,2023** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR

Travelling

-You shall be required to bear expenses incurred on travel while reporting for joining and Induction -Train ticket from Gurgaon to your place of posting shall be arranged by us

Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below - Conveyance has been arranged to & from hotel to office and other facilities during the Induction programme.

Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY

Plot No. 208-P,

Near DPS Primary School

Sec. 47, Gurugram - 122001

Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th April,2023**

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 April,2023)



Amresh Mishra

Darshna

Signature



Training and Placement Cell



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Ravindrab
hai Shah

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DN: c=IN, o=Personal, ou=0205,
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email=0205@0205.com,
serial=0205, cn=Ragin
Shah
Date: 2024.10.10.10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC-356/2023

6th April,2023

Subject: Offer of Appointment

Dear Mr.Pinkeshkumar,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th April,2023** on mutually agreed terms and conditions.

Your initial place of posting will be at our **TCI Express Bangalore Regional Office**. You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO**. In addition, your functional reporting would be to **Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office**.

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

This offer letter is subject to verification of the antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents (along with the originals) on 15th April,2023 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

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **8th April,2023**.

Regards,

With Best Wishes,

For TCI Express Ltd.



**Amresh Mishra
AVP-HR**

Pinkeshkumar

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)



Training and Placement Cell



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a70e1a81, postalCode=380015
050e01ffcc
serialNumber=050627977599a03d8
surname=1054718304741522a0603d7
42266644d6, cn=Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name: Patel Pinkeshkumar **Grade: D**
Hasmukhbhai

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.**

Pinkeshkumar


Signature
Training and Placement Cell



TCI Express Limited

CIN: L62200TG2008PLC061781

Corporate Office: TCI House, Plot No. 69, Sector 32, Institutional Area, Gurugram - 122001, India
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

Digitally signed by Page Revindrabhai Shah
 DN: cn=Page Revindrabhai Shah, o=TCI Express Limited, ou=TCI Express Limited, email=info@tciexpress.in, c=IN
 Date: 2024.10.10 10:45:46 +05'30'



Offer: Business Process Hiring

**Ref: TCSL/DT20207277100/Ahmedabad Date:
1/19/2023**

Mr. Gohel Kishankumar Chikubhai

Dear Gohel Kishankumar Chikubhai,

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

1



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TATA CONSULTANCY SERVICES

VIDEHI, 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



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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TATA CONSULTANCY SERVICES

VIDEHI, 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



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).

HIS offers the following benefits:

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Ravindrab
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TATA CONSULTANCY SERVICES

VIDYALAY 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



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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TATA CONSULTANCY SERVICES

VIDEHI, 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



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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VIDEHI, 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



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

TATA CONSULTANCY SERVICES

VIDEHI 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



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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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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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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- *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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(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	Gohel Kishankumar Chikubhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277101/Ahmedabad Date:
1/19/2023**

Mr.Sathavara Ankitkumar Maheshbhai

Dear Sathavara Ankitkumar Maheshbhai,

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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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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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).

HIS offers the following benefits:

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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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

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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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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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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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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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*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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(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	Sathavara Ankitkumar Maheshbhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277102/Ahmedabad Date:
1/19/2023**

Mr. Jaiswal Mukesh Jagdishprasad

Dear Jaiswal Mukesh Jagdishprasad,

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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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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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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).

HIS offers the following benefits:

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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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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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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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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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*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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(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



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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	Jaiswal Mukesh Jagdishprasad
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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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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TATA CONSULTANCY SERVICES

VIDEHI-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



Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277103/Ahmedabad Date:
1/19/2023**

Mr. Patel Chandrakant Dharmendrakumar

Dear Patel Chandrakant Dharmendrakumar,

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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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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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).

HIS offers the following benefits:

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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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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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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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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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- *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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VIDEHI, 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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(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



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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 Chandrakant Dharmendrakumar
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, 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 Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277104/Ahmedabad Date:
1/19/2023**

Mr. Patel Ravindra Hasmukhbhai

Dear Patel Ravindra Hasmukhbhai,

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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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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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).

HIS offers the following benefits:

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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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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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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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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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*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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(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



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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 Ravindra Hasmukhbhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277105/Ahmedabad Date:
1/19/2023**

Mr.Parekh Mihir Dineshbhai

Dear Parekh Mihir Dineshbhai,

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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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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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).

HIS offers the following benefits:

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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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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



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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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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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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*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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(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



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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	Parekh Mihir Dineshbhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277106/Ahmedabad Date:
1/19/2023**

Ms. Patel Honeyben Jagdishbhai

Dear Patel Honeyben Jagdishbhai,

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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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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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).

HIS offers the following benefits:

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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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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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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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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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- *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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(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



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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 Honeyben Jagdishbhai
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, 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 Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277107/Ahmedabad Date:
1/19/2023**

Mr. Patel Savankumar Vasantbhai

Dear Patel Savankumar Vasantbhai,

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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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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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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).

HIS offers the following benefits:

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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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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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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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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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*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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(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



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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 Savankumar Vasantbhai
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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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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Training and Placement Cell

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TATA CONSULTANCY SERVICES

VIDEHI-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



Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277108/Ahmedabad Date:
1/19/2023**

Mr. Pranami Madhavkumar Nareshbhai

Dear Pranami Madhavkumar Nareshbhai,

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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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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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).

HIS offers the following benefits:

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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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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 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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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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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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- *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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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



(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



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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	Pranami Madhavkumar Nareshbhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277109/Ahmedabad Date:
1/19/2023**

Ms. Patel Krinaben Hasmukhbhai

Dear Patel Krinaben Hasmukhbhai,

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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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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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).

HIS offers the following benefits:

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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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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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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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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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- *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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(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 Krinaben Hasmukhbhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277110/Ahmedabad Date:
1/19/2023**

Mr. Patel Abhishekkumar Prafulbhai

Dear Patel Abhishekkumar Prafulbhai,

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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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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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).

HIS offers the following benefits:

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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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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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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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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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*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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(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



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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 Abhishekkumar Prafulbhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277111/Ahmedabad Date:
1/19/2023**

Mr. Chavada Jaydipsinh Bakaji

Dear Chavada Jaydipsinh Bakaji,

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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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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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).

HIS offers the following benefits:

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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



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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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 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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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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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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*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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(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



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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	Chavada Jaydipsinh Bakaji
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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



Offer: Business Process Hiring

**Ref: TCSL/DT20207277112/Ahmedabad Date:
1/19/2023**

Mr.Savaniya Rakesh Bhikhabhai

Dear Savaniya Rakesh Bhikhabhai,

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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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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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).

HIS offers the following benefits:

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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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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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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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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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*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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(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



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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	Savaniya Rakesh Bhikhabhai
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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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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Training and Placement Cell

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TATA CONSULTANCY SERVICES

VIDEHI-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



Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277113/Ahmedabad Date:
1/19/2023**

Ms. Patil Vaishnavee Anandrao

Dear Patil Vaishnavee Anandrao,

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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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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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).

HIS offers the following benefits:

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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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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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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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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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- *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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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



(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	Patil Vaishnavee Anandrao
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277114/Ahmedabad Date:
1/19/2023**

Mr. Patel Bhavesh Sureshbhai

Dear Patel Bhavesh Sureshbhai,

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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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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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).

HIS offers the following benefits:

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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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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 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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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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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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*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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(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



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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 Bhavesh Sureshbhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277115/Ahmedabad Date:
1/19/2023**

Mr. Patel Jaiminkumar Rajubhai

Dear Patel Jaiminkumar 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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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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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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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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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 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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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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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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*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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(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



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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 Jaiminkumar Rajubhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277116/Ahmedabad Date:
1/19/2023**

Ms. Patel Urviben Rameshkumar

Dear Patel Urviben Rameshkumar,

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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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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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



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).

HIS offers the following benefits:

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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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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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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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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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*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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(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



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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 Urviben Rameshkumar
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, 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 Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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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



Offer: Business Process Hiring

**Ref: TCSL/DT20207277117/Ahmedabad Date:
1/19/2023**

Mr. Patel Axat Rajubhai

Dear Patel Axat 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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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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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).

HIS offers the following benefits:

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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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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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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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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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*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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(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



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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 Axat Rajubhai
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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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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TATA CONSULTANCY SERVICES

VIDEHI-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



Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277118/Ahmedabad Date:
1/19/2023**

Ms. Patel Hiral Chandrakantbhai

Dear Patel Hiral Chandrakantbhai,

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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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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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).

HIS offers the following benefits:

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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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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 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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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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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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*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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(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



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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 Hiral Chandrakantbhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277119/Ahmedabad Date:
1/19/2023**

Mr. Suratiya Hemrajsinh Dikpalsinh

Dear Suratiya Hemrajsinh Dikpalsinh,

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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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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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).

HIS offers the following benefits:

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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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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 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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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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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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*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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(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



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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	Suratiya Hemrajsinh Dikpalsinh
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277120/Ahmedabad Date:
1/19/2023**

Mr. Patel Lakkikumar Arvindbhai

Dear Patel Lakkikumar Arvindbhai,

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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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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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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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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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 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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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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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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*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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(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



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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 Lakkikumar Arvindbhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277121/Ahmedabad Date:
1/19/2023**

Mr. Patel Yashkumar Nandlalbhai

Dear Patel Yashkumar Nandlalbhai,

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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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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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



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).

HIS offers the following benefits:

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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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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 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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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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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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- *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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(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



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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 Nandlalbhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Offer: Business Process Hiring

**Ref: TCSL/DT20207277122/Ahmedabad Date:
1/19/2023**

Mr. Chauhan Yashkumar Bhagvanbhai

Dear Chauhan Yashkumar Bhagvanbhai,

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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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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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).

HIS offers the following benefits:

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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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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 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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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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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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- *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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(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



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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	Chauhan Yashkumar Bhagvanbhai
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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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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TATA CONSULTANCY SERVICES

VIDEHI-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



Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277123/Ahmedabad Date:
1/19/2023**

Mr. Gohil Urvin Dhirubhai

Dear Gohil Urvin Dhirubhai,

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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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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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).

HIS offers the following benefits:

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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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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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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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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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*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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(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



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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	Gohil Urvin Dhirubhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring

**Ref: TCSL/DT20207277124/Ahmedabad Date:
1/19/2023**

Mr. Patel Akshay Baldevbhai

Dear Patel Akshay Baldevbhai,

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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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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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).

HIS offers the following benefits:

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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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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 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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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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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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*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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(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



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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 Akshay Baldevbhai
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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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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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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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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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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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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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(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 Prit Yogeshbhai
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, 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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Offer: Business Process Hiring
Ref: TCSL/DT20207277126/Ahmedabad Date:
1/19/2023

Mr. Patel Akhil Jagdishbhai

Dear Patel Akhil Jagdishbhai,

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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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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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 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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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.

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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.

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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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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- *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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(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 Akhil Jagdishbhai
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, 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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring
Ref: TCSL/DT20207277127/Ahmedabad Date:
1/19/2023

Mr. Jadeja Vishvarajsinh Laghadhirsinh

Dear Jadeja Vishvarajsinh Laghadhirsinh,

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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Date: 2023/01/19 10:00:00 AM



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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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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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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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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- *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.

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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	Jadeja Vishvarajsinh Laghadhirsinh
Designation	Business Process Hiring
Institute Name	Others

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TOTAL GROSS	18,315	2,19,780/-
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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.

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**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: 1800 209 3111 Email: careers@tcs.com



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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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
Swami Startup & Innovation University
Bhojan Rathod,
Gandhinagar
Date: 2023/10/16 15:56:10



Offer: Business Process Hiring
Ref: TCSL/DT20207277128/Ahmedabad Date:
1/19/2023

Mr. Patel Zeelkumar Rajendrakumar

Dear Patel Zeelkumar Rajendrakumar,

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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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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email=ragin@tcs.com
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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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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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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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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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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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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 Zeelkumar Rajendrakumar
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, 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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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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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



Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Swami Startup & Innovation University
UIN: SWAMISW/2019/10-1550-1030
Date: 2024.10.16 15:56:10.30



Offer: Business Process Hiring
Ref: TCSL/DT20207277129/Ahmedabad Date:
1/19/2023

Mr. Patel Hinay Nileshbhai

Dear Patel Hinay Nileshbhai,

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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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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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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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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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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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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- *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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(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 Hinay Nileshbhai
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, 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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 Bangalore Office: 82, EPIP, Whitefield, Bangalore 560 066 India
 Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
 Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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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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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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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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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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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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- *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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(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



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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 Hasamukhbhai
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, 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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 Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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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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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VDEH/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
Date: 2023/10/10 10:00:00 AM



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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Swami Startup & Innovation University
Bhojan Rathod,
Gandhinagar
Mumbai



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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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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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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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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Date: 2024.03.16 10:45:50 +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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- *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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(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 Amitkumar Ratilal
Designation	Business Process Hiring
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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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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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



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
Swami Startup & Innovation University
Bhojan Rathod,
Gandhinagar
Date: 2023/10/16 15:56:10



Offer: Business Process Hiring
Ref: TCSL/DT20207277132/Ahmedabad Date:
1/19/2023

Mr. Parsani Mahemudbhai Ismailbhai

Dear Parsani Mahemudbhai Ismailbhai,

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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Date: 2023/01/19 10:25:50 +05:30



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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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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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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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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- *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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Date: 2024.03.10 10:25:00 +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	Parsani Mahemudbhai Ismailbhai
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, 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
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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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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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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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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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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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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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(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	Parsani Farhanbhai Attaullabhai
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, 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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 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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.

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Offer: Business Process Hiring
Ref: TCSL/DT20207277134/Ahmedabad Date:
1/19/2023

Mr.Manknojiya Asifbhai Ismailbhai

Dear Manknojiya Asifbhai Ismailbhai,

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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TATA CONSULTANCY SERVICES
VADHURC-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
Date: 2024/10/10 15:50:10



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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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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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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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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(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	Manknojiya Asifbhai Ismailbhai
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, 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 Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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Date: 2024.03.10 10:45:50 +05:30



Offer: Business Process Hiring
Ref: TCSL/DT20207277135/Ahmedabad Date:
1/19/2023

Mr. Chaudhary Vipul Bhikhabhai

Dear Chaudhary Vipul Bhikhabhai,

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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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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1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

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

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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.

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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.

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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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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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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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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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(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	Chaudhary Vipul Bhikhabhai
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, 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 Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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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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Swami Startup & Innovation University
Bhojan Rathod,
Gandhinagar
Date: 2023/10/16 15:56:10



Offer: Business Process Hiring
Ref: TCSL/DT20207277136/Ahmedabad Date:
1/19/2023

Ms. Patel Seemababen Dilipkumar

Dear Patel Seemababen Dilipkumar,

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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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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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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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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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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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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- *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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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 Seemabahen Dilipkumar
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, 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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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring
Ref: TCSL/DT20207277137/Ahmedabad Date:
1/19/2023

Mr.Zala Vijaysinh Majabutsinh

Dear Zala Vijaysinh Majabutsinh,

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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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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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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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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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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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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- *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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(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	Zala Vijaysinh Majabutsinh
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, 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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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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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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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.

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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
Date: 2023.03.07 10:45:50 +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.


Training and Placement Cell

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Date: 2024.03.16 16:55:10.515



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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TCS careers Serviceline: 1800 209 3111 Email: careers@tcs.com
Date: 2024.03.16 16:55:10.515



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: 2024.03.16 16:55:10.55



- *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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Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
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Date: 2023.10.10 10:23:00 AM



(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**



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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	Bhimani Dhavalkumar Bipinbhai
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, 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 Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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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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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com
Swami Startup & Innovation University
Bhojan Rathod,
Gandhinagar
Date: 2023/10/16 15:56:10

February 01, 2024.

Mr. Vinod Thakor
Thakor Vas, Chandisana,
TA: Kalol, Gandhinagar,
Gujarat - 382735,
Mobile No: 9824575826

Subject: OFFER LETTER

Dear Mr. Vinod,

With reference to your interview and subsequent discussions we had with you, we are pleased to offer an employment as "Production Officer - Chhatral Plant", as per terms and conditions discussed with you.

You will join us on or before March 05, 2024.

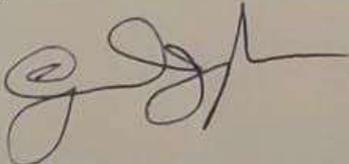
Detailed Appointment Letter will be provided to you at the time of your joining with this company.

Please bring following essential documents and certificates while joining this company:-

1. Aadhar Card xerox
2. Educational & Professional Qualifications Certificates
3. Date of Birth or School Leaving Certificate
4. Previous experience certificate, if applicable
5. Residence Address Proof, PAN Card, Driving License Xerox.
6. 2 Passport size photographs.

Yours faithfully,

For, Atlas Life Sciences (India) Private Limited



 Authorized Signatory


Training and Placement Cell





LETTER OF APPOINTMENT

[05-April-2024]

To,

Miss Purnima Tiwari,

[101- Devasya Home, Behind Ummed Hotel Airport

Rd Hansol, Ahmedabad]

With reference to your application and subsequent interview OR our Offer and your acceptance to the said Offer with **Aviteus Global Solutions LLP**, we are delighted to inform you that you have been selected as a Recruitment Consultant.

As per your current designation, your emoluments shall be Rs. 50,000.00 per month. We expect a performance form you of the highest order and would be pleased to accord to you due-recognition based on merit, not only

08141277437
020 3488 8172



vikas@aviteusglobal.com



B/1004- Sangath Pylon, Koteswar,
Gandhinagar, Gujarat,
India -382428




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Aviteus Global Solutions LLP
101, Devasya Home, Behind Ummed Hotel Airport
Rd Hansol, Ahmedabad
Gujarat - 382428
India
www.aviteusglobal.com





in regard to specific performance, but also in your cultivating excellent relations with our Clients and other Staff Members.

We endeavor a long-term association with you. We expect honest, loyal, hardworking skills for the holistic development of our Company.

You are required to submit the following Original Documents at our Office which shall be returned to you upon your joining the Company & completing 7 days work.

- a. Pan Card & Aadhar Card
- b. Graduation degree
- c. Releaving letter from last employer / Experience letter.

Regards,


Training and Placement Cell

08141277437
020 3488 8172



vikas@aviteusglobal.com



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Gandhinagar, Gujarat,
India -382428



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Global Reach. People Excellence.
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Gandhinagar, Gujarat,
India -382428
vikas@aviteusglobal.com





Pooja Pandey

Mrs. Pooja Pandey

Authorized Signatory

For **Aviteus Global Solutions LLP**

ACCEPTANCE BY EMPLOYEE

I _____, hereby willfully accepts and agree to the above-mentioned employment conditions.

[Signature of Employee]

Date:


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08141277437
020 3488 8172

vikas@aviteusglobal.com

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Gandhinagar, Gujarat,
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vikas@aviteusglobal.com



DATE: 25/06/2024

Name: PATEL CHIRAG VISHNUBHAI

Sub: Offer Letter

We are pleased to offer you the position of **CHEMIST** in our organization at D S Enterprise on a fixed term contract basis. We are all excited about the potential that you will bring to our organization.

The details of the offer as follow:-

Date Of Joined : 05/07/2024

Location : Thermax Limited, C/O RPSP LTD

Take Home Salary (Monthly): 22000/-

As we discussed during your interview, you will be functionally reporting to reporting manager at Grasim Industries Vilayat-Bharuch, office.

You are required to join us latest by 05-07-2024 beyond which this offer stand cancelled unless otherwise either party communicates the said delay before head

We look forward to you arrival as an employee of our organization and are confident that you will play a key role in our company's expansion into national and international markets. Your detailed appointment letter will be issued to you at the time of your joining. If this employment offer is acceptable to you, please sign a copy of this letter and return it to us.

Yours truly,

For D S Enterprise



Authorized signatory


Training and Placement Cell



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DN: cn=Ragin Ravi, o=D S Enterprise
1.2.840.1135480465403676889a30e
01, email=ragin.ravi@dsenterprise.com
c=IN

GSTIN : 24CCLPP8263R1ZL

20/a, Dharmnagar Society, Zadeshwar Road, Bholav, Bharuch-392 001.

E-mail : dsenterprise1409@gmail.com

Date: 2024.10.10 10:45:45 +0530



INTAS PHARMACEUTICALS LIMITED

Corporate Office : "Corporate House", Near Sola Bridge, S.G. Highway, Thaltej, Ahmedabad - 380054, Gujarat, INDIA.
Ph. No. : 079-61577000, Website : <http://www.intaspharma.com> CIN - U24231GJ1985PLC007866

Factory : Plot No. 5 to 14, Pharmez, Nr. Village Matoda, Sarkhej-Bavla National Highway No. 8-A,
Taluka Sanand, Dist.: Ahmedabad -382 213. Gujarat. Tele. : 02717-619700

IPL/CONF/OFFICE/2024/2114415

28/05/2024

Mr. Utsav Patel

Bb-27, Ayodhyanagar, Part-1, Nanikadi, Kadi
Bb-27, Ayodhyanagar, Part-1, Nanikadi, Kadi
Kadi
Ahmedabad, - 382715

Dear Mr. Utsav,

Sub: CONFIRMATION LETTER FOR THE POSITION OF Officer - Onco Solid Oral

Further to your appointment letter, we are happy to confirm your services with effect from 01/06/2024.

Your salary and allowances are as per annexure attached herewith:

1. Your fixed Cost to Company (CTC) will be INR 325,008 (Three Lakhs Twenty Five Thousand Eight) per annum. In addition, you will be entitled for all other payments, allowances, and benefits as agreed in the offer letter. All amounts payable to you, shall be subject to the deductions under prevailing provisions of applicable laws and taxes in India. The detailed salary break-up in line with the offered salary accepted by you will be accessible on Human Resource Management System (HR connect). Your monthly earnings and deductions will be reflecting in your monthly pay slip.
2. All allowances / reimbursements will be reduced proportionately in the following cases:
 1. Employees remaining absent on loss of pay for more than 7 days without prior sanction of their immediate superior or H.O.D. for the period of such absence.
 2. Employees who are on leave without pay for any reason whatsoever, for such period.
 3. All allowances / reimbursements shall be considered as part of salary or wages. However, for the purpose of calculation of employee's contribution towards P.F., the basis of basic salary will be considered.
 4. For the purpose of payment for bonus and gratuity eligibility, the basic salary only will be considered and the same will be governed under the provisions of respective Acts.
3. During the course of your employment, you will not directly or indirectly enter into, carry out or help any activities, trade, commerce or industry whatsoever and will not do any work detrimental to the interest of the company. You will be required to maintain secrecy of the information imparted to you during the tenure of your services.
4. You will be initially based at SEZ I and your services are liable to be transferred from one division to another division, one location to another location depending on exigency of work and at management discretion.
5. Your appointment can be terminated by either side by giving two month's notice in writing or payment of two month's basic salary in lieu thereof without assigning any reason thereof whatsoever. Provided however that if the company does not accept the notice of termination for any reason whatsoever and directs you to continue in its services, you shall have no option to leave the services but would continue until you are relieved from the services of the company.
6. In case of any dispute or difference the registered office of the company will be considered as the place where the cause of action shall be deemed to have been arisen and you shall not take any recourse to file the litigation against the company other than aforesaid jurisdiction.
7. Your retirement age will be 58 years. However, it can be extended if mutually agreed.

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[Handwritten signature]



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin, o=INTAS PHARMACEUTICALS LIMITED, ou=INTAS PHARMACEUTICALS LIMITED, email=Ragin.Ravindrabhai.Shah@intaspharma.com, c=IN
Date: 2024.05.28 10:45:40 +0530

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Training and Placement Cell



Vyomkumar Bharatbhai Patel
Officer

Employee ID: 10549
Department: ADL
Joining Date: 16-Oct-23
Date of Birth: 12-Nov-00
Blood Group: O+
Emergency No.: 9624735117

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Rawindrabhai
Shah

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Date: 2024.10.10 10:06:46 +05'30'

Pharmaceutical Gujarat Pvt. Ltd. [Unit-I]

Works : 28-35 & 40/1& 2, B1/38, GIDC, Nandesari, Dist. Vadodara - 391340. Gujarat, India.

Ph.: 91-265-2840376, 2840612, 85111 88377 • GSTIN : 24AAACF3358B1Z6

E-mail : info@farmson.com • Web : www.farmson.com • CINU24230GJ1974PTC002467

FPGPL/ADM/I/2023

Date: 22.12.2023

Mr. Hardik Daraniya
S/o: Babubhai Daraniya
To. Sitana, Ta. Manvadar,
Dist. Junagadh, Gujarat-362625

OFFER LETTER

Mr. Hardik,

Congratulations!

This is reference to your application and subsequent interview you had on 20.12.2023, we are pleased to inform you that you have been selected for the post of **Jr. Officer-Production in** Production department. You are therefore requested to join the company as per the details mentioned below:

- Initial reporting location: FPGPL Unit I, Nandesari
- Reporting Date: **10.01.2024**
- Reporting Time: 09:30
- To complete your appointment formalities, you have to carry all your original documents and their photo copies for verification as enlisted here:
 1. 4 passport size recent photographs
 2. Educational certificates
 3. Previous/Current employment certificates(last 3 months' pay slips)
 4. Bank account details (preferably HDFC)
 5. Aadhaar Card (family and self)
 6. Pan Card (self)
 7. Driving License
 8. Covid Vaccination Certificate.
- Your employment will be subject to the submission and verification of the above documents.
- If you fail to join the company on or before **10,01.2024** this offer letter would stand withdrawn and cancelled.




Training and Placement Cell

Ragin
Ravindrab
hai Shah





SHUKRA

PHARMACEUTICALS LTD.

30 May 2024

Mr. Akshar Bhavsar
ADD: Ahmedabad

Subject: Offer Letter

Dear Mr. Akshar,

This has reference to your application and interview you attended with the team of Shukra Pharmaceuticals Limited. We are pleased to offer you the position of "Officer – Quality Control" at our Shukra Pharmaceuticals Limited, Ahmedabad. You are requested to join on or before 08 June 2024. Your remuneration will remain as per our discussion held during interview.

1. A formal letter of appointment shall be issued to you, after completion of 15 days.
2. The roles and responsibilities and rules and regulations shall be provided to you on the day of your joining.

Your remuneration package is strictly confidential between you and the organization, and any breach of this confidentiality will be viewed very strictly.

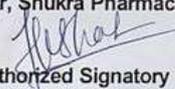
We welcome you to Shukra Pharmaceuticals Limited and hope it would be the beginning of a long and mutually beneficial association.

In case Shukra Pharmaceuticals Limited Company finds any discrepancy or unauthentic information/details furnished during the hiring process or after joining, in such condition management will terminate the selected candidate with immediate effect.

*This offer stands valid on or before 08 June 2024.

Thanking you,

Yours Faithfully,
For, Shukra Pharmaceuticals Limited


Authorized Signatory

I accept

Akshar Bhavsar


Training and Placement Cell

CIN : L24231GJ1993PLC019079

Regd. Office : 3rd Floor, "VEER HOUSE" Opp. WIAA Office, Judges Bunglow Road, Bodakdev, Ahmedabad-380 054.
Factory Add. : 795, Rakanpur, Sola-Santej Road, Ta. Kalol, Dist. Gandhinagar-382721, Gujarat, India, Ph. : 02764-286317



Ragini
Ravindra
hai Shah



Akash Patel
QC Officer

Employee ID: N00072

Joining Date: 01-09-22

Blood Group: B +

**Block / Survey No. 609, Palki 002, Ambasan (Amipura)
Nr. Shankus Water Park, Ahmedabad – Mehsana
Highway, Mehsana – 384 435. Web: www.hbcilife.in**

HBC
Healthcare Pvt. Ltd.



Training and Placement Cell



Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai Shah, DN: cn=Ragini Ravindrabhai Shah, o=Swarnajyoti Startup & Innovation University, email=ragini@swarnajyoti.edu.in, c=IN, postalCode=382005, serial=10000000000000000000, version=1



Realcade Lifescience Pvt. Ltd.

Registered Office & Factory Address : Survey No. : 891-892, Y - Junction, At: Narmada Canal,
Village : Karannagar, Ta: Kadi, Dist.: Mehsana - 382715 (N.G.) ☎ +91 7573880044
E-mail : realcadelifescience@gmail.com 📞 +91 7573880013

Date: 01.02.2023

To,
Ms. Rajput Anjali

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Ms. Rajput Anjali** was working with us as **Officer QC** from **01.04.2022** to **01.02.2023**. In our QC Department.

During her tenure with us, we found her hardworking and dedicated to the work assigned to her.

We wish her all the best for her future career.

Your Faithfully,

For, REALCADE LIFESCIENCE PVT. LTD.

AUTHORIZED SIGNATORY




Training and Placement Cell



Ragini
Ravindrabhai
Shah

Digitally signed by Ragini Ravindrabhai
Shah
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SWARNNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE

INDIA'S FIRST UNIVERSITY FOR STARTUP

REF: SWARNNIM/HR/APPOINTMENT ORDER/2024/1561

DATE: 11/03/2024

Mr. Viv Christian,
33, Shivam Row House,
Near Indralok Society,
Kalol-382721.

Dear Mr. Viv Christian,

With reference to your application in the setup of Swarnnim Startup & Innovation University (herein after to be referred to as "the University" for the sake of convenience), we are pleased to appoint you for the position of an **Lecturer & Lab Assistant** in Swarnnim Institute of Technology a Constituent College in the setup of the University subject to following terms and conditions:

1. TERMS & CONDITIONS:

- Your date of appointment will be effective from the **11/03/2024**.
- Your monthly salary would be **19,000 CTC** as per the Norms subject to necessary deduction as per the compliance.
- Your services may be terminated by the University by giving you three months' notice or by paying your three month's salary in lieu of notice. The university may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period of three months as indicated herein above.
- If you desire to leave the University after being appointed, you may do it only after serving three months' notice or making payment of three month's salary in lieu of notice to the University. However, under no circumstance, you will leave the University without opting for either of the aforesaid two options. The aforesaid arrangement is subject to clarification that your resignation would not be accepted by the University in the midst of any semester/ academic term.
- The University reserves the right to terminate your services for any of the misconducts committed by you while in service without serving any notice or making payment in lieu thereof as indicated herein above.
- You will be liable to be transferred in such capacity as the University may from time to time determine to any other location, department, function, establishment or branch of the University or subsidiary, associate or affiliate institute. In such case you



Training and Placement Cell
Ragin
Ravindrab
hai Shah

Swarnnim Startup & Innovation University
Gandhinagar Campus
Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382420.
Phone: +91 9512343333 | Email: info@swarnnim.edu.in | www.swarnnim.edu.in

Managed by G P Jain Charitable Trust

Gandhinagar, Gujarat - 382420.

+91 9512343333 | info@swarnnim.edu.in | www.swarnnim.edu.in





SWARNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

REF: SWARNIM/HR/APPOINTMENT ORDER/2024/1561

DATE: 11/03/2024

Mr. Viv Christian,
33, Shivam Row House,
Near Indralok Society,
Kalol-382721.

Dear Mr. Viv Christian,

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1. TERMS & CONDITIONS:

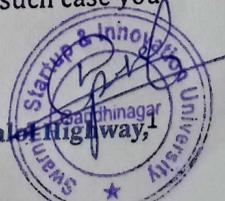
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- The University reserves the right to terminate your services for any of the misconducts committed by you while in service without serving any notice or making payment in lieu thereof as indicated herein above.
- You will be liable to be transferred in such capacity as the University may from time to time determine to any other location, department, function, establishment or branch of the University or subsidiary, associate or affiliate institute. In such case you



Digitally signed by Pagan Raviindrabha
+91 9512343333 | info@swarnim.edu.in | www.swarnim.edu.in
Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar
Gandhinagar, Gujarat - 382420.

Managed by G P Jain Charitable Trust

Swarnim Institute of Technology, Gandhinagar, Gujarat - 382420.



Salary Slip

Form IV B [Rule 26(2)]

SUMAR BIOTECH LLP.

PLOAT NO : 112, 113 & 114 GIDC

ESTATE GOZARIYA

MAHESANA

Employee **PATEL MEETUBEN YASHVANTKUMAR**

Month **Jun-2024**

Designation

Working Day 25.00

UAN No. 102006938555

E.S.I.No.

Month Day 30.00

Basic+DA Salary 12500.00 Permanent IDCOD :0090

Date / /

Present	C.L.	P.L.	S.L.	W.O.	P.Holl	Total	Salary	
25.00						25.00	12500.00	
		Basic	12500				P.F.	1500.00
		H.R.A.	4500				E.S.I.	
		CONV.	3500				P.T.	200.00
		MEDICAL	1500				Loan	
		OTHER	4000				Advance	
		WASHING					L.W.F.	6
		SPECIAL					CANTEEN	
		EDUCAT.					OTHER	

Total Addition : 26000.00

Total Deduction : 1706.00

NET SALARY IN WORD: Twenty Four Thousand Two Hundred Ninty Four Only

24294.00

Employee Signatory Payment Mode By CASH



For, SUMAR BIOTECH LLP.

Arant
Authorised Signatory

bharatghmedabad@hotmail.com Mobil: 9879399064


Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Swarnim Startup & Innovation University, ou = Gandhinagar, email = ragin@swarnim.edu.in, c = IN
Date: 2024.10.10 10:45:40 +05'30'



Morvel Laboratories Private Limited

B/23-B/24, Dharti Apollo Eco Industrial Park, Chhatral-Kadi Road, Chhatral, Dist Gandhinagar, Chhatral, Gujarat-382729, India

Payslip for the month of June 2024

Emp Code : Chh39 Name : Mitesh Sendhabhai Patel UAN No: 101673229617
Branch : Chhatral Department : Production Grade : B Designation : Officer
PF No. : 0 ESIC No. PAN : EQRPP3588K D.O.J : 20/07/2022

Total Days : 30.00 Days Present 30.00 PH/WEO : 4.00 LWP/Absent : 0.00
Sick Leave : 0.00 Privileged Leave : 1.00 Casual Leave : 0.00 Compensatory Leave : 0.00
Balance SL : 10.00 Balance PL : 10.00 Balance CL : 0.00 Balance COL : 0.00

Earnings	Amount	Deductions	Amount
Basic Salary	9,000.00	Provident Fund	1,080.00
HRA	2,250.00	ESIC	143.00
Travelling Allowance	900.00	Profession Tax	200.00
Special Allowance	2,906.00		
Telephone & Internet	1,000.00		
Medical Allowance	1,500.00		
Professional Development Allowance	1,560.00		

Total Earnings : 19116.00 **Total Deductions :** 1423.00
Net Pay : 17693.00

RUPEES : SEVENTEEN THOUSAND SIX HUNDRED NINETY-THREE ONLY

Payment Details :

Mode of Payment	Disbursement Date	Employee Bank	Account No	Amount
BANK TRANSFER	05/07/2024	Axis Bank	01528100000340	17693.00

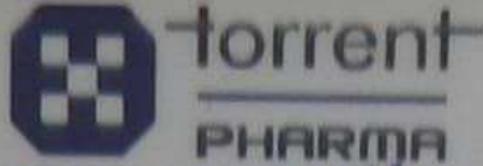
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Training and Placement Cell



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hai Shah

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Torrent Pharmaceuticals Limited

Ahmedabad mehsana Highway Vill: Indrad, Ta: Kadi,

Di: Mehsana, Phone No: 02764 - 233371

APPRENTICE

(Under Apprentice Act, 1961)



Code : 98001302
Name : Krishnarajsinh R rathod
Department : QA-F
Birth Date : 08.08.1999
Joining Date : 25.10.2023
Blood Group : O+

Training and Placement Cell

Authorized Signatory

Apprentice Signature



Office No-7/404, Shyamkrishna Varma Park,
Sector 7, Gandhinagar, 382007.



**KIRTI
SPECIALITY PVT.
LTD.**



Issuing Authority

Emp. Code :21

Name : Janak Sharma

Dept :QA

Designation :QA Officer

Dt of Joining : 19-06-2023


Training and Placement Cell

Survey No.1206/A, B/H Subhlaxmi industrial

Plot No. 11, Chhatral kadi road,

**Plot No. 11, Chhatral kadi road,
Village. Kalol, Dist. Gandhinagar - 382729**





VEDANT INTERNATIONAL SCHOOL

Nr. Nikol D-Mart, B/h Madhuvan Green Party Plot, Nikol, Ahmedabad-382350
Contact: 8866704040, 8866503030 Email: vedantschool7879@gmail.com
Website: vedantinternationalschoolnikol.org

Date: 26/05/22

Subject: Letter of appointment

Dear Ms/Mr, Poonam Pansara

This is in reference to your application submitted to us for the post of Teacher in this school & your subsequent interview with the selection Committee at Vedant International School premises, Ahmedabad. I am happy to inform you that you have been selected for the said post. Your appointment will take effect from date: 7/06/22 & you will be placed on probation for 11 months as per the school rules w.e.f the same date.

Your services can be terminated on one month's notice on either side. The appointing authority, however reserves the right to terminate your service before the expiry of stipulated period of notice by making payment to you of a sum equivalent to the salary for the period of notice or unexpired portion thereof. You will be required to produce your relieving order from your present employer along with experience certificate & other relevant documents.

By signing this appointment letter, you hereby agree to be in service with the establishment for a minimum period of 11 months from the above-mentioned date.

Employee will be allowed to leave the organization only on the emergency conditions such as: During pregnancy, Husband / Wife Job transfer, Marriage, selection in Government Job.

- in case of pregnancy, doctor's report will be required.
- In case of Husband / Wife Job transfer, transfer letter will be required.
- In case of marriage, invitation card will be required.
- In case of selection in Government Job, offer letter will be required.

Authorised Signatory

[Handwritten Signature]

Training and Placement Cell

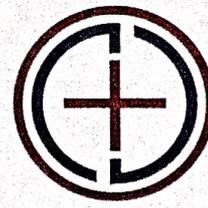
Poonam
Signature of Candidate

Vedant International School

Ragin
Ravindrab
hai Shah

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nest
Weaving Health

Ref: 2024/OL/HR

Date: 24/01/2024

Miss. Patel Mansi Vimalbhai
Shreenath Park, Nikol,
Ahmedabad
(m):9426659101
Email Id:mp413911@gmail.com

Dear Miss. Patel Mansi Vimalbhai

This has reference to the discussion, We are pleased to offer you the position of **Officer-Microbiology** in **Nest Health Care Pvt. Ltd.** Subject to the following terms and conditions.

1. You will be paid compensation as mutually discussed and agreed upon.
2. You shall join the service of the company on or before 12/02/2024, failing to which this offer letter automatically stands withdrawn.
3. The offer is issued subject to submission of resignation acceptance letter from your current company.
4. Medical fitness certificate from Certified MBBS doctor.
5. You are requested to furnish the following documents at the time of joining:
 - 5 copies of latest passport size photographs.
 - Copy of PAN card, Aadhar card/ Address proof.
 - Certificate in supporting to your educational qualification date of birth etc.
 - Relieving and acceptance letter from your present company.
 - Last drawn salary slip or certificate mentioning your salary from your present company.

You are requested to return the duplicate copy of this offer as a token of your acceptance.

We are happy to welcome you to be member of **Nest Health Care Pvt. Ltd.** family.

Yours Faithfully,
For, **Nest Health Care Pvt. Ltd.**

Authorized Signatory



I accept the above offer & I shall join on or before

Mansi

12/02/2024

Training and Placement Cell



Ragini
& Mansi Vimalbhai
Nest Healthcare Private Limited
Plot No. 300, G.I.D.C., Nr. Narl Sanrakshan Gruh, Bhikshuk Gruh Road, Odhav, Ahmedabad (Guj.) India - 382415.
Call: +91 89800 47089 / +91 89800 47113 ✉ mkt@nest-india.com • CIN : U24232GJ2014PTC079983

PATEL RIYA MAHENDRA

Enrollment no: 2156002001

Subject: Appointment Letter for the Position of Lab Technician

Dear Riya,

We are pleased to offer you the position of Lab Technician at Salvus Pathlabs. After careful consideration of your qualifications, skills, and experience, we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: Lab

Joining Date: 5/28/2023

Salary Package:

Your starting salary will be INR 16,000/- per month, which will be paid on a monthly basis. In addition, you will be entitled to the following benefits:

- Health insurance
- Provident fund
- Transportation allowance
- [Any other benefits]

Job Responsibilities:

- Receiving, labeling, and analyzing samples (blood, toxic, tissues, etc.)
- Designing and performing laboratory tests according to procedures
- Recording accurate data and results
- Maintaining laboratory equipment and ensuring safety guidelines are followed

Please confirm your acceptance of this offer by signing and returning a copy of this letter by 1 June,2023. We look forward to welcoming you to our team and are excited about the contributions you will make to Salvus Bioresearch Solutions.

If you have any questions or need further information, please feel free to contact us at Head Office.

Thank you and congratulations!


Training and Placement Cell

Dr. Bhasker Vyas

Dr. Aditi Ekbote

MD, FIC.Path, IFCAP(USA) MBBS, DCP

Rajin
Ravindrab
hai Shah

Ahmedabad - 380 017 Ground floor, South Bopal Trade Centre (SBTC), Gala Gym chcn ~ood, G-nijhidmm1- Plot No.36- 8, ur 1-A., Gclyolln Mandir Road



RAMI PIYUSHKUMAR ALPESHBHAI

Enrollment no: 2156002002

Subject: Appointment Letter for the Position of Lab Technician

Dear Piyushkumar,

We are pleased to offer you the position of Lab Technician at Salvus Pathlabs. After careful consideration of your qualifications, skills, and experience, we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: Lab

Joining Date: 5/28/2023

Salary Package:

Your starting salary will be INR 16,000/- per month, which will be paid on a monthly basis. In addition, you will be entitled to the following benefits:

- Health insurance
- Provident fund
- Transportation allowance
- [Any other benefits]

Job Responsibilities:

- Receiving, labeling, and analyzing samples (blood, toxic, tissues, etc.)
- Designing and performing laboratory tests according to procedures
- Recording accurate data and results
- Maintaining laboratory equipment and ensuring safety guidelines are followed

Please confirm your acceptance of this offer by signing and returning a copy of this letter by 1 June,2023. We look forward to welcoming you to our team and are excited about the contributions you will make to Salvus Bioresearch Solutions.

If you have any questions or need further information, please feel free to contact us at Head Office.

Thank you and congratulations!


Training and Placement Cell

Dr. Bhasker Vyas

Dr. Aditi Ekbote

MD, FIC.Path, IFCAP(USA) MBBS, DCP

Rajin
Ravindrab
hai Shah

Ahmedabad - 380 017 Ground floor, South Bopal Trade Centre (SBTC), Gala Gym chcn ~ood, G-nijhidmm1- Plot No.36- 8, ur 1-A., Gclyolln Mandir Road.
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Date: 2024.10.10 10:45:46 -0530



PATHAK SANA RAKESHBHAI

Enrollment no: 2156002004

Subject: Appointment Letter for the Position of Lab Technician

Dear Sana,

We are pleased to offer you the position of Lab Technician at Salvus Pathlabs. After careful consideration of your qualifications, skills, and experience, we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: Lab

Joining Date: 5/28/2023

Salary Package:

Your starting salary will be INR 16,000/- per month, which will be paid on a monthly basis. In addition, you will be entitled to the following benefits:

- Health insurance
- Provident fund
- Transportation allowance
- [Any other benefits]

Job Responsibilities:

- Receiving, labeling, and analyzing samples (blood, toxic, tissues, etc.)
- Designing and performing laboratory tests according to procedures
- Recording accurate data and results
- Maintaining laboratory equipment and ensuring safety guidelines are followed

Please confirm your acceptance of this offer by signing and returning a copy of this letter by 1 June,2023. We look forward to welcoming you to our team and are excited about the contributions you will make to Salvus Bioresearch Solutions.

If you have any questions or need further information, please feel free to contact us at Head Office.

Thank you and congratulations!


Training and Placement Cell

Dr. Bhasker Vyas

Dr. Aditi Ekbote

MD, FIC.Path, IFCAP(USA) MBBS, DCP

Rajin
Ravindrab
hai Shah



PATEL DIVYABEN PRAKASHBHAI

Enrollment no: 2156002005

Subject: Appointment Letter for the Position of Lab Technician

Dear Sivyaben,

We are pleased to offer you the position of Lab Technician at Salvus Pathlabs. After careful consideration of your qualifications, skills, and experience, we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: Lab

Joining Date: 5/28/2023

Salary Package:

Your starting salary will be INR 16,000/- per month, which will be paid on a monthly basis. In addition, you will be entitled to the following benefits:

- Health insurance
- Provident fund
- Transportation allowance
- [Any other benefits]

Job Responsibilities:

- Receiving, labeling, and analyzing samples (blood, toxic, tissues, etc.)
- Designing and performing laboratory tests according to procedures
- Recording accurate data and results
- Maintaining laboratory equipment and ensuring safety guidelines are followed

Please confirm your acceptance of this offer by signing and returning a copy of this letter by 1 June,2023. We look forward to welcoming you to our team and are excited about the contributions you will make to Salvus Bioresearch Solutions.

If you have any questions or need further information, please feel free to contact us at Head Office.

Thank you and congratulations!


Training and Placement Cell

Dr. Bhasker Vyas

Dr. Aditi Ekbote

MD, FIC.Path, IFCAP(USA) MBBS, DCP

Rajin
Ravindrab
hai Shah

Ahmedabad - 380 017 Ground floor, South Bopal Trade Centre (SBTC), Gala Gym chcn ~ood, G-nijhidmm1- Plot No.36- 8, ur 1-A., Gclyolln Mandir Road



PATEL PRIYA CHANDUBHAI

Enrollment no: 2156002006

Subject: Appointment Letter for the Position of Lab Technician

Dear Priya,

We are pleased to offer you the position of Lab Technician at Salvus Pathlabs. After careful consideration of your qualifications, skills, and experience, we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: Lab

Joining Date: 5/28/2023

Salary Package:

Your starting salary will be INR 16,000/- per month, which will be paid on a monthly basis. In addition, you will be entitled to the following benefits:

- Health insurance
- Provident fund
- Transportation allowance
- [Any other benefits]

Job Responsibilities:

- Receiving, labeling, and analyzing samples (blood, toxic, tissues, etc.)
- Designing and performing laboratory tests according to procedures
- Recording accurate data and results
- Maintaining laboratory equipment and ensuring safety guidelines are followed

Please confirm your acceptance of this offer by signing and returning a copy of this letter by 1 June,2023. We look forward to welcoming you to our team and are excited about the contributions you will make to Salvus Bioresearch Solutions.

If you have any questions or need further information, please feel free to contact us at Head Office.

Thank you and congratulations!


Training and Placement Cell

Dr. Bhasker Vyas

Dr. Aditi Ekbote

MD, FIC.Path, IFCAP(USA) MBBS, DCP

Rajin
Ravindrab
hai Shah

Ahmedabad - 380 017 Ground floor, South Bopal Trade Centre (SBTC), Gala Gym chcn ~ood, | G-nijhidmm1- Plot No.36~ 8,;... ur 1-A., GclyollN Mandir Road.
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Date: 2024.10.10 10:45:46 -05'30'



DODIYA RUCHITA JIGNESHBHAI

Enrollment no: 2156002007

Subject: Appointment Letter for the Position of Lab Technician

Dear Ruchita,

We are pleased to offer you the position of Lab Technician at Salvus Pathlabs. After careful consideration of your qualifications, skills, and experience, we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: Lab

Joining Date: 5/28/2023

Salary Package:

Your starting salary will be INR 16,000/- per month, which will be paid on a monthly basis. In addition, you will be entitled to the following benefits:

- Health insurance
- Provident fund
- Transportation allowance
- [Any other benefits]

Job Responsibilities:

- Receiving, labeling, and analyzing samples (blood, toxic, tissues, etc.)
- Designing and performing laboratory tests according to procedures
- Recording accurate data and results
- Maintaining laboratory equipment and ensuring safety guidelines are followed

Please confirm your acceptance of this offer by signing and returning a copy of this letter by 1 June,2023. We look forward to welcoming you to our team and are excited about the contributions you will make to Salvus Bioresearch Solutions.

If you have any questions or need further information, please feel free to contact us at Head Office.

Thank you and congratulations!


Training and Placement Cell

Dr. Bhasker Vyas

Dr. Aditi Ekbote

MD, FIC.Path, IFCAP(USA) MBBS, DCP



Rajin
Ravindrab
hai Shah

Ahmedabad - 380 017 Ground floor, South Bopal Trade Centre (SBTC), Gala Gym chcn ~ood, G-nijhidmm1- Plot No.36- 8, ur 1-A., Gclyolln Mandir Road
35430-74160744450317488981000
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Ahmedabad - 380 017 Ground floor, South Bopal Trade Centre (SBTC), Gala Gym chcn ~ood, G-nijhidmm1- Plot No.36- 8, ur 1-A., Gclyolln Mandir Road

PATEL BANSARI NARESHBHAI

Enrollment no: 2156002008

Subject: Appointment Letter for the Position of Lab Technician

Dear Bansari,

We are pleased to offer you the position of Lab Technician at Salvus Pathlabs. After careful consideration of your qualifications, skills, and experience, we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: Lab

Joining Date: 5/28/2023

Salary Package:

Your starting salary will be INR 16,000/- per month, which will be paid on a monthly basis. In addition, you will be entitled to the following benefits:

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- Transportation allowance
- [Any other benefits]

Job Responsibilities:

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Thank you and congratulations!


Training and Placement Cell

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Dr. Aditi Ekbote

MD, FIC.Path, IFCAP(USA) MBBS, DCP

Rajin
Ravindrab
hai Shah



PATEL DIXITKUMAR

NANDKISHORBHAI

Enrollment no: 2156002009

Subject: Appointment Letter for the Position of Lab Technician

Dear Dixitkumar,

We are pleased to offer you the position of Lab Technician at Salvus Pathlabs. After careful consideration of your qualifications, skills, and experience, we are confident that you will be a valuable addition to our team.

Position: Lab Technician
Department: Lab
Joining Date: 5/28/2023

Salary Package:

Your starting salary will be INR 16,000/- per month, which will be paid on a monthly basis. In addition, you will be entitled to the following benefits:

- Health insurance
- Provident fund
- Transportation allowance
- [Any other benefits]

Job Responsibilities:

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- Designing and performing laboratory tests according to procedures
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- Maintaining laboratory equipment and ensuring safety guidelines are followed

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If you have any questions or need further information, please feel free to contact us at Head Office.

Thank you and congratulations!


Training and Placement Cell

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: c=IN, o=Personal, st=IN, ou=Salvus
BioResearch, email=Ragin.Ravindrabhai@salvusbio.com, cn=Ragin Ravindrabhai
Shah, postalCode=380015
Reason: I am a signer
Date: 2024.10.10 10:45:46 +05'30'



SONI AARTI ANILKUMAR

Enrollment no: 2156002011

Subject: Appointment Letter for the Position of Lab Technician

Dear Aarti,

We are pleased to offer you the position of Lab Technician at Salvus Pathlabs. After careful consideration of your qualifications, skills, and experience, we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: Lab

Joining Date: 5/28/2023

Salary Package:

Your starting salary will be INR 16,000/- per month, which will be paid on a monthly basis. In addition, you will be entitled to the following benefits:

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- [Any other benefits]

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- Maintaining laboratory equipment and ensuring safety guidelines are followed

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Thank you and congratulations!


Training and Placement Cell

Dr. Bhasker Vyas

Dr. Aditi Ekbote

MD, FIC.Path, IFCAP(USA) MBBS, DCP

Rajin
Ravindrab
hai Shah



GOSWAMI DAMINI VISHNUGIRI

Enrollment no: 2156002013

Subject: Appointment Letter for the Position of Lab Technician

Dear Damini,

We are pleased to offer you the position of Lab Technician at Salvus Pathlabs. After careful consideration of your qualifications, skills, and experience, we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: Lab

Joining Date: 5/28/2023

Salary Package:

Your starting salary will be INR 16,000/- per month, which will be paid on a monthly basis. In addition, you will be entitled to the following benefits:

- Health insurance
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Job Responsibilities:

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Thank you and congratulations!


Training and Placement Cell

Dr. Bhasker Vyas


Dr. Aditi Ekbote

MD, FIC.Path, IFCAP(USA) MBBS, DCP


Rajin
Ravindrab
hai Shah



NAYAK SAURAVKUMAR HIMMATBHAI

Enrollment no: 2156002014

Subject: Appointment Letter for the Position of Lab Technician

Dear Sauravkumar,

We are pleased to offer you the position of Lab Technician at Salvus Pathlabs. After careful consideration of your qualifications, skills, and experience, we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: Lab

Joining Date: 5/28/2023

Salary Package:

Your starting salary will be INR 16,000/- per month, which will be paid on a monthly basis. In addition, you will be entitled to the following benefits:

- Health insurance
- Provident fund
- Transportation allowance
- [Any other benefits]

Job Responsibilities:

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Thank you and congratulations!


Training and Placement Cell



Dr. Bhasker Vyas

Dr. Aditi Ekbote

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Ravindrab
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Ahmedabad - 380 017 Ground floor, South Bopal Trade Centre (SBTC), Gala Gym chcn ~ood, G-nijhidmm1- Plot No.36- 8, ur 1-A., Gclyolln Mandir Road



Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

BALANI MUSKAN DILIP

Enrollment: 2156002015

Dear Muskan,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

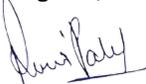
Position: Lab Technician**Department:** MSc**Joining Date:** 20/06/2023**Salary Package:** ₹2.28Lac per annum**Terms and Conditions:**

- 1. Probation Period:** You will be on probation for a period of six months from the date of joining. Your performance will be reviewed at the end of this period.
- 2. Working Hours:** You are expected to work from 9:00 AM to 7:00 PM, Monday to Friday. Any changes to this schedule will be communicated to you in advance.
- 3. Duties and Responsibilities:** As a Lab Technician, your primary responsibilities will include preparing and maintaining laboratory equipment, conducting experiments, and ensuring the accuracy of test results. Detailed job responsibilities will be provided to you upon joining.
- 4. Benefits:** You will be entitled to benefits such as health insurance, paid leave, and other perks as per the university's policies.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to welcoming you to our team and wish you a successful career with us.

Regards,



HR-Manager


Training and Placement Cell

Ravi
Ravindra
hai Shah

Digitally signed by Ravi Ravindrahai
Shah
DN: c=IN, o=Personal, st=GU, ou=Swarnim Startup and Innovation University, email=Ravi.Ravindrahai@swarnim.edu.in, cn=Ravi Ravindrahai Shah
Date: 2024.10.10 10:45:46 +05'30'

are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

VYAS SHIVAM MANOJBHAI

Enrollment: 2156002016

Dear Shivam,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

Position: Lab Technician**Department:** MSc**Joining Date:** 20/06/2023**Salary Package:** ₹2.28Lac per annum**Terms and Conditions:**

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Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to welcoming you to our team and wish you a successful career with us.

Regards,



HR-Manager



Training and Placement Cell



Ravi
Ravindra
hai Shah

Digitally signed by Ravi Ravindrahai
Shah
DN: cn=Ravi Ravindrahai, o=Swarnim Startup and Innovation University, email=Ravi.Ravindrahai@swarnim.edu.in, c=IN
Date: 2024.10.10 10:45:46 +05'30'

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Swarnim Startup and Innovation University
Gandhinagar, Gandhinagar, Gujarat, India
Date: 2024.10.10 10:45:46 +05'30'



Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

PANOT VIVEKKUMAR HIMMATLAL

Enrollment: 2156002018

Dear Vivekkumar,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: MSc

Joining Date: 20/06/2023

Salary Package: ₹2.28Lac per annum

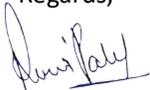
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Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to welcoming you to our team and wish you a successful career with us.

Regards,



HR-Manager



Ravi
Ravindra
hai Shah

Digitally signed by Ravi Ravindrahai Shah
DN: cn=Ravi, o=Personal, c=IN, email=panot.vivekkumar@redcliffelabs.com, ou=Redcliffe Labs
Date: 2024.10.10 10:45:46 +05'30'

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certification no: 0560274772968306
sample no: 247163047415220065007
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Date: 2024.10.10 10:45:46 +05'30'



Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

BHUVA DEEP KIRITKUMAR

Enrollment: 2156002021

Dear Deep,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: MSc

Joining Date: 20/06/2023

Salary Package: ₹2.28Lac per annum

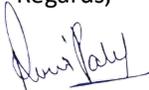
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Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to welcoming you to our team and wish you a successful career with us.

Regards,



HR-Manager



Ravi
Ravindra
hai Shah

Digitally signed by Ravi Ravindrahai
Shah
DN: c=IN, o=Personal, st=GU, ou=Swarnim Startup and Innovation University, email=Ravi.Ravindrahai@swarnim.edu.in, cn=Ravi Ravindrahai Shah
Date: 2024.10.10 10:45:46 +05'30'

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Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

RAVAL URVI RAJENDRAKUMAR

Enrollment: 2156003002

Dear Urvi,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: MSc

Joining Date: 20/06/2023

Salary Package: ₹2.28Lac per annum

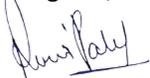
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Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to welcoming you to our team and wish you a successful career with us.

Regards,



HR-Manager



Ravi
Ravindra
hai Shah

Digitally signed by Ravi Ravindrahai Shah
DN: cn=Ravi Ravindrahai Shah, o=Swarnim Startup and Innovation University, email=Ravi.Ravindrahai.Shah@swarnim.edu.in, c=IN
Date: 2024.10.10 10:45:46 +05'30'

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Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

PANCHAL NISHIT RAJESHBHAI

Enrollment: 2156003005

Dear Nishit,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: MSc

Joining Date: 20/06/2023

Salary Package: ₹2.28Lac per annum

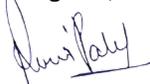
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We look forward to welcoming you to our team and wish you a successful career with us.

Regards,



HR-Manager



Ravi
Ravindra
hai Shah

Digitally signed by Ravi Ravindrahai Shah
DN: cn=Ravi Ravindrahai Shah, o=Swarnim Startup and Innovation University, email=Ravi.Ravindrahai.Shah@swarnim.edu.in, c=IN
Date: 2024.10.10 10:45:46 +05'30'

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Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

PATEL RAMYAKUMAR NAINESHBHAI

Enrollment: 2156003009

Dear Ramyakumar,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

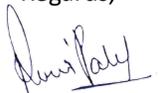
Position: Lab Technician**Department:** MSc**Joining Date:** 20/06/2023**Salary Package:** ₹2.28Lac per annum**Terms and Conditions:**

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We look forward to welcoming you to our team and wish you a successful career with us.

Regards,


HR-ManagerTraining and Placement Cell

Rami
Ravindrab
hai Shah

Digitally signed by Rami Ravindrabhai
Shah
DN: c=IN, o=Personal, st=GU, ou=Swarnim Startup and Innovation University, email=Rami.Ravindrabhai@swarnim.edu.in, cn=Rami Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

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Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

ZALA DHARNABA YASHPALSINH

Enrollment: 2156003010

Dear Dharnaba,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: MSc

Joining Date: 20/06/2023

Salary Package: ₹2.28Lac per annum

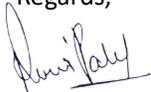
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We look forward to welcoming you to our team and wish you a successful career with us.

Regards,



HR-Manager



Ravi
Ravindrab
hai Shah

Digitally signed by Ravi Ravindrabhai Shah
DN: cn=Ravi Ravindrabhai Shah, o=Swarnim Startup and Innovation University, ou=HR-Manager, email=Ravi.Ravindrabhai.Shah@swarnim.edu.in, c=IN
Date: 2024.10.10 10:45:46 +05'30'

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Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

PATEL DHARI RUSHIKESHBHAI

Enrollment: 2156003011

Dear Dhari,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: MSc

Joining Date: 20/06/2023

Salary Package: ₹2.28Lac per annum

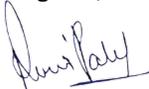
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- 3. Duties and Responsibilities:** As a Lab Technician, your primary responsibilities will include preparing and maintaining laboratory equipment, conducting experiments, and ensuring the accuracy of test results. Detailed job responsibilities will be provided to you upon joining.
- 4. Benefits:** You will be entitled to benefits such as health insurance, paid leave, and other perks as per the university's policies.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to welcoming you to our team and wish you a successful career with us.

Regards,



HR-Manager



Ravi
Ravindra
hai Shah

Digitally signed by Ravi Ravindrahai
Shah
DN: c=IN, o=Personal, st=GU, ou=Swarnim Startup and Innovation University, email=Ravi.Ravindrahai@swarnim.edu.in
Date: 2024.10.10 10:45:46 +05'30'

Swarnim Startup and Innovation University is subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.



Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

VYAS SMIT ROHITKUMAR

Enrollment: 2156003012

Dear Smit,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: MSc

Joining Date: 20/06/2023

Salary Package: ₹2.28Lac per annum

Terms and Conditions:

- Probation Period:** You will be on probation for a period of six months from the date of joining. Your performance will be reviewed at the end of this period.
- Working Hours:** You are expected to work from 9:00 AM to 7:00 PM, Monday to Friday. Any changes to this schedule will be communicated to you in advance.
- Duties and Responsibilities:** As a Lab Technician, your primary responsibilities will include preparing and maintaining laboratory equipment, conducting experiments, and ensuring the accuracy of test results. Detailed job responsibilities will be provided to you upon joining.
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Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to welcoming you to our team and wish you a successful career with us.

Regards,



HR-Manager



Ravi Raj
Ravindra
hai Shah

Digitally signed by Ravi Raj
Shah
DN: cn=Ravi Raj, o=Swarnim Startup and Innovation University, email=Ravi.Raj@swarnim.edu.in, c=IN
Date: 2023.07.05 10:45:46 +05'30'

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Swarnim Startup and Innovation University
Gandhinagar, Gandhinagar, Gujarat, India
Date: 2023.07.05 10:45:46 +05'30'



Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

PANCHAL ATULBHAI RAMESHBHAI

Enrollment: 2156003013

Dear Atulbhai,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: MSc

Joining Date: 20/06/2023

Salary Package: ₹2.28Lac per annum

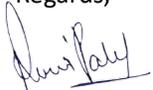
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- 4. Benefits:** You will be entitled to benefits such as health insurance, paid leave, and other perks as per the university's policies.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to welcoming you to our team and wish you a successful career with us.

Regards,



HR-Manager

Training and Placement Cell



Ravi
Ravindra
hai Shah

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Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

CHAUDHARI BHARGAV MUKESHBHAI

Enrollment: 2156003015

Dear Bhargav,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: MSc

Joining Date: 20/06/2023

Salary Package: ₹2.28Lac per annum

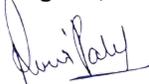
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We look forward to welcoming you to our team and wish you a successful career with us.

Regards,



HR-Manager



Ravi
Ravindrab
hai Shah

Digitally signed by Ravi Ravindrabhai Shah
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Appointment Letter

Swarnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

7/5/2023

PATEL PRIYANKA

Enrollment: 2156003016

Dear Priyanka,

Subject: Appointment Letter for the Position of Lab Technician

We are pleased to inform you that you have been selected for the position of **Lab Technician**. Your academic background and skills have impressed us, and we are confident that you will be a valuable addition to our team.

Position: Lab Technician

Department: MSc

Joining Date: 20/06/2023

Salary Package: ₹2.28Lac per annum

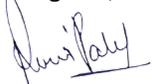
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We look forward to welcoming you to our team and wish you a successful career with us.

Regards,



HR-Manager



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hai Shah

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STERLING BIOTECH LIMITED

Works : Jambusar State Highway, Village Masar - 391 421, Tal. Padra, Vadodara,

Gujarat India. M. : +91 7874726490/91

CIN : L51900 MH1985 PLC 035738 Website : sterlingbiotech.in

The Company is deemed converted to a Private Limited Company Pursuant to the Acquisition Plan vide NCLT order dated 11th November 2022

Ref No: SBL/Project/05/2024/006

Date: 15.05.2024

To,
Ms. Hetavi Thakor
108, Desai Faliyu, At & Po: Sarbhon,
Ta: Bardoli, Surat

Appointment Letter

Dear Ms. Thakor,

With reference to your application and subsequent interview with us, we are pleased to appoint you in our organization as "Officer - Quality Control " at our Masar Plant with effect from 15.05.2024, under the following terms and conditions:

1. Your appointment will be for six months' probation from the date of your joining. Your services will not automatically become permanent but shall become permanent only by the company confirming it to you in writing. During the probation period and after confirmation, your services can be terminated by giving Ninety Calendar Days' notice on either side without assign any reason and giving any compensation.
2. The details of Salary will be as per Salary Break-up Sheet, "Annexure-A" subject to revision/modification in any point of time if management decides so.
3. You are entitled to Provident Fund and other benefits as per the rules of the company which are in force from time to time (including any amendments/modifications thereof).
4. During probation period, you will be only eligible for Casual and Sick Leave as under on pro-rata basis of attendance and you will be eligible for Privilege Leave after completion of respective calendar year.

Privilege Leave : For each completed year for each 10 days presence P. L

Casual Leave : 7 days per annum

Sick Leave : 7 days (For each completed year)


Training and Placement Cell



Page 1 of 3

Ragun

Digitally signed by Ragun Khandekar

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Reason: I am the author of this document

Date: 2024.05.15 10:45:40 +05'30'





Offer: Business Process Hiring
Ref: TCSL/DT20207277135/Ahmedabad Date:
1/19/2023

Mr. Chaudhary Vipul Bhikhabhai

Dear Chaudhary Vipul Bhikhabhai,

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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hai Shah

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VADEHL 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
Date: 2023/01/19 10:25:00 +05:30



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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Date: 2024/07/10 15:50:10



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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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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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
Date: 2024.03.16 16:25:00 +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	Chaudhary Vipul Bhikhabhai
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, 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 Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. Confidential Information

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not 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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Offer: Business Process Hiring
Ref: TCSL/DT20207277136/Ahmedabad Date:
1/19/2023

Ms. Patel Seemababen Dilipkumar

Dear Patel Seemababen Dilipkumar,

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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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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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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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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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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- *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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(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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Ravindrabhai
Shah

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Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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 Seemabahen Dilipkumar
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, 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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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 Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=TCS, ou=India, email=Ragin.Ravindrabhai.Shah@tcs.com
WDEHLRC-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
Swami Startup & Innovation University
UIN: SWAMISU/2019/10-2550-1032
Date: 2024.10.16 15:56:10.32



Offer: Business Process Hiring
Ref: TCSL/DT20207277137/Ahmedabad Date:
1/19/2023

Mr.Zala Vijaysinh Majabutsinh

Dear Zala Vijaysinh Majabutsinh,

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
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Date: 2023.01.19 10:25:50 +05:30



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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Date: 2024/10/10 15:50:10



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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Date: 2024.03.10 10:45:50 +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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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: 2024.07.16 15:50:10



(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



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Encl: Annexure 1: Benefits and Gross Salary
 Annexure 2: List of TCS Xplore Centres
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GROSS SALARY SHEET

Annexure 1

Name	Zala Vijaysinh Majabutsinh
Designation	Business Process Hiring
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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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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 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



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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Swami Startup & Innovation University
UIN: SWAMISW/2019/10-1550-1001
Date: 2024.10.16 15:56:10Z



Offer: Business Process Hiring
Ref: TCSL/DT20207277138/Ahmedabad Date:
1/19/2023

Mr. Bhimani Dhavalkumar Bipinbhai

Dear Bhimani Dhavalkumar Bipinbhai,

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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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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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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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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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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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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(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	Bhimani Dhavalkumar Bipinbhai
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, 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
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hai Shah

TATA CONSULTANCY SERVICES

Registered Office: VDEIT 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



WHERE HEALTH IS PRIORITY....

CAPITAL CARDIAC & DIABETES CARE HOSPITAL

Dr. JAYESH AMBALIYA

(M.D. Medicine)

Consulting Physician & Diabetologist

Time : Mon to Sat : 09-00am to 01-00pm

05-30pm to 09-00pm

Sun : 09-00am to 01-00pm

CERTIFICATE OF EXPERIENCE

This is to certify that Dr. Minal J Chauhan has been Working in Capital Cardiac & Diabetes Care Hospital ,Kudasan - Gandhinagar. As a Medical Officer (Critical Care) & during 01/07/2023 to Till Date with excellent dedication. She is an agile, dynamic and enthusiastic employee. Her human approach towards patients was really appreciable and she has developed an excellent repo. with all patients. She is Cheerful , punctual & pleasant all times. She works well as a member of a team and accepts guidance from superiors easily. We wish her all success in future.



Jayesh.

DR. JAYESH AMBALIYA
M.D. (GENERAL MEDICINE)
G-30363

Regards,

Capital Cardiac & Diabetes Care Hospital

Shah

Training and Placement Cell



24x7
Ravindra
hai Shah

**All Medical
Emergency Facility**



+91-90334 40174

+91-81414 40175



ccdchospital@gmail.com



www.ccdchospital.com



TRISHA HEART CARE & PHYSIOTHERAPY CENTER



Dr. Avinash Bhaskar
M.B.B.S & D'Cardio
General Physician
Clinical Cardiologist & Diabetologist

Time : 6:30 pm to 9:00 pm

+91 98256 25263
+91 99248 36431

Dr. Bhumika A. Bhaskar
B.P.T. A.C.P. M.I.A.P

Time : 10:00 am to 1:00 pm
: 5:00 pm to 7:00 pm

+91 90999 40646
+91 63527 57668

GF - 42, Baronet Complex, Opp. Sabarmati S.T. Bus Stop,
Sabarmati Tolnaka, Ahmedabad - 380005.
dr.avinashbhaskar@gmail.com dr.bhumikabhaskar@gmail.com

BPT (1A)

Training and Placement Cell



Ragin
Ravindrab
hai Shah

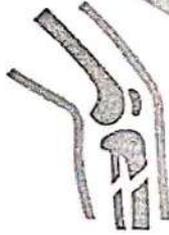
શ્રી તુલજાભવાની ચેરીટેબલ ટ્રસ્ટ દ્વારા સંચાલીત
શ્રીજી મલ્ટીસ્પેશિયાલિટી હોસ્પિટલ

ડૉ. ચંદ્રેશ વેડરીવા

M.P.T. (Ortho) - F.I.M.S.

PhD(Scholar)

(કન્સલ્ટિંગ ઓર્થોપેડિકિયન)



**પેઈન મેનેજમેન્ટ
 રાહત દરે ઉપલબ્ધ તમામ સારવાર...**

ઘુંટણ અને હાડકાની તકલીફો :

- શરીરના કોઈપણ ભાગના ફેંકચરની તપાસ તથા સારવાર
- મોટી ઉંમરમાં થતા ગોઠણ તથા થાપાના તકલીફની સારવાર
- રમતગમત દરમ્યાનની ઈજાઓ
- જન્મજાત ખોડખાપણ તથા બાળકોને લગતા હાડકાના રોગો
- કમર, ગરદન તથા મણકાની તકલીફ
- હાડકા અને ઘુંટણના દુઃખાવા નિષ્ણાંત તથા ખાલી ચડવી
- સ્નાયુના દુઃખાવા, તમામ પ્રકાર વા ના દુઃખાવા તથા ખાલી ચડવી



24x7
 Emergency
 Services

75 108 35 108

75 108 19 108

Ragini
 Ravindraben
 Raj Shah



Signature
Training and Placement Cell

૧૨૩૪૨... ડી.સી. પાસે, મનિરહા ચોકડી પાસે, જૂનાગઢ.

- School Leaving Certificate.
- UG Degree Certificate
- PG Degree Certificate
- Registration Certificate
- Experience Certificates
- Relieving Order from Prior Institution.

(3) Your appointment will be for an initial period of TWO YEARS - PROBATION [Note: ONLY if your Services are found to be Satisfactory by the Management of the Institute] your services will be continued on the Expiry of the Probation period. If during the Probation period, you do not prove or meet the expectations your services may be treated forthwith without assigning any reason. The Management, if necessary may extend the Probation period.

(4) As a Member of the Administration Team, you shall observe the working hours specified and carry out the Administrative work and Other Duties assigned to You by the Management. The administrative work shall be with regard to your Department and Other Training Programs conducted by the Institute, and you should make yourself available and just not limit yourself to lectures, laboratory, and tutorials. You shall conduct Examinations if any. You shall also attend in-service training programs, during working days, holidays or vacations as required by the Management.

(5) You will be entitled to Casual Leave ONLY.

(6) All correspondence with the Management will have to be made through the Principal of the Institute. Further if you desire to seek employment elsewhere, you must apply through the Principal and in case you want to leave the job, you will be required to follow the procedure laid down by Government.

(7) You will be permitted to pursue further Studies with prior written permission of the Management and as per Terms and Conditions decided by the Management.

(8) If you decide to leave service during the Probation period, you need to submit 1 Months' Notice in advance and Complete the 1 Months' Notice period or emoluments in lieu of the Notice Period to the Institute.



Ragin
Ravindra
hai Shah

Digitally signed by Ragin Ravindrahai
Shah
DN: cn = Personal, 1.2.840.11353.0.1,
o = Swami Startup & Innovation University,
ou = Gandhinagar, email = ragin@swami.edu,
c = IN


Training and Placement Cell



U. N. Mehta Institute of Cardiology & Research Centre
 (Affiliated to B. J. Medical College, Ahmedabad)
 Civil Hospital Campus (Medicity), Aareya, Ahmedabad 380016 Gujarat
 Phone: (079) 22682105, 22684220, 22684200 fax: (079) 22682092
 Email: admin@unmc.org Website: www.unmc.org

No. Cardio/Appo/TCSN-G-III/2023/ D-1796
 Date: 10.06.2023

To,
 DAVE YASHKUMAR BHARATBHAI
 53, MOTI SAGAR SOCIETY
 MALPUR ROAD, MODASA
 MOB NO:- 9353192580

Sub: Appointment for the post of Trained Cardiac Staff Nurse Grade-III

With reference to your walk in interview held on 15.05.2023 at this Institute for the post of Trained Cardiac Staff Nurse Grade-III, we are pleased to appoint you as Trained Cardiac Staff Nurse Grade-III at this Institution purely on probation with the following terms and conditions.

- 1 You will have to join the post within a week from the date of receipt of this letter or within the time limit extended on your request by the Institute, failing which your appointment order will be treated as cancelled.
- 2 Your appointment has been made for a period of six months from the date of joining purely on probation. The probation period may be extended at the sole discretion of the Institute or your service may be dispensed with earlier either during the probation period or during the extended period of probation.
- 3 On completion of probation period satisfactorily, your appointment will be on contractual basis for a period of TWO YEARS which includes the probation period.
- 4 Your appointment will be treated as concluded after expiry of the period stated here above unless renewed in writing by a separate order.
- 5 You would be paid a consolidated remuneration of Rs. 24500/- (Rupees Twenty Four Thousand Five Hundred Only) per month after negotiation. No other allowances of any kind will be admissible. You will be given up to 10% yearly increment on consolidated remuneration based on working, merit, performance and other criteria's decided by the Institute.
- 6 Group Health Insurance & other benefits would be given as per the rules of the institute. EPF & Gratuity will be applicable as per the rules.
- 7 Your services will be liable to be terminated without notice and without stating reasons. No notice of termination will be necessary on the expiry of the original extended probation period / contractual period.
- 8 In view of the fact that you are working in Cardiac Institute it would be mandatory for you to give two months' notice for getting relieved from the services for the Institute before leaving the job during the period of contractual appointment. Unless your resignation is accepted following proper formality, experience certificate and No Objection Certificate will not be issued. You will hand over the books, journal or any other property / goods of the Institute to the concerned officer and produce no due certificate before you

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 Ravindra
 haiShah



Training and Placement Cell

No. Cardio/Appo/TCSN-G-III/2023/ D-1798
Date: 10.06.2023

To,
ASARI HARDIK BHAI SUDHIR BHAI
G.B. COLONY PETHAPUR
GIANDHINAGAR - 380002
MOB NO: - 8141612534.

Sub: Appointment for the post of Trained Cardiac Staff Nurse Grade-III

With reference to your walk in interview held on 15.05.2023 at this Institute for the post of Trained Cardiac Staff Nurse Grade-III, we are pleased to appoint you as Trained Cardiac Staff Nurse Grade-III at this Institution purely on probation with the following terms and conditions.

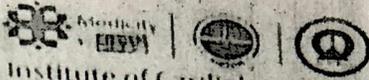
- 1 You will have to join the post within a week from the date of receipt of this letter or within the time limit extended on your request by the Institute, failing which your appointment order will be treated as cancelled.
- 2 Your appointment has been made for a period of six months from the date of joining purely on probation. The probation period may be extended at the sole discretion of the Institute or your service may be dispensed with earlier either during the probation period or during the extended period of probation.
- 3 On completion of probation period satisfactorily, your appointment will be on contractual basis for a period of TWO YEARS which includes the probation period.
- 4 Your appointment will be treated as cancelled after expiry of the period stated herein above unless renewed in writing by a separate order.
- 5 You would be paid a consolidated remuneration of Rs. 24500/- (Rupees Twenty Four Thousand Five Hundred Only) per month after negotiation. No other allowances of any kind will be admissible. You will be given up to 10% yearly increment on consolidated remuneration based on working, merit, performance and other criteria's decided by the Institute.
- 6 Group Health Insurance & other benefits would be given as per the rules of the institute. EPF & Gratuity will be applicable as per the rules.
- 7 Your services will be liable to be terminated without notice and without stating any reasons. No notice of termination will be necessary on the expiry of the original or extended probation period / contractual period.
- 8 In view of the fact that you are working in Cardiac Institute it would be mandatory for you to give two months' notice for getting relieved from the services for the Institute before leaving the job during the period of contractual appointment. Unless your resignation is accepted following proper formality, experience certificate and No Objection Certificate will not be issued. You will hand over the books, journal or any other property / gadgets of the Institute to the concerned officer and produce no due certificate before you are relieved.

Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=U. N. Mehta Institute of Cardiology & Research Centre, ou=Cardiac Institute, email=ragin@unpicr.org, c=IN
Date: 2023.06.10 10:45:40 +0530


Training and Placement Cell





U. N. Mehta Institute of Cardiology & Research Centre

(Affiliated to B. J. Medical College, Ahmedabad)

Card Hospital Campus (Medicity), Asarwa, Ahmedabad - 380016, Gujarat

Phone: (079) 22682195, 22684220, 22684200 Fax: 079 22682072

Email: unmicr@gmail.com Website: www.unmicr.org

No. Cardio/Appo/TCSN-G-III/2023/D-1797
Date: 10.06.2023

TO,

PATEL ARMI RAJESHBHAI
15, YASH BUNGLOWS,
BH. MANIPA SCHOOL, AHMEDABAD
MOB NO:- 9316178272

Sub: Appointment for the post of Trained Cardiac Staff Nurse Grade-III

With reference to your walk in interview held on 15.05.2023 at this Institute for the post of Trained Cardiac Staff Nurse Grade-III, we are pleased to appoint you as Trained Cardiac Staff Nurse Grade-III at this Institution purely on probation with the following terms and conditions:

- 1 You will have to join the post within a week from the date of receipt of this letter or within the time limit extended on your request by the Institute, failing which your appointment order will be treated as cancelled.
- 2 Your appointment has been made for a period of six months from the date of joining purely on probation. The probation period may be extended at the sole discretion of the Institute or your service may be dispensed with earlier either during the probation period or during the extended period of probation.
- 3 On completion of probation period satisfactorily, your appointment will be on contractual basis for a period of TWO YEARS which includes the probation period.
- 4 Your appointment will be treated as concluded after expiry of the period stated herein above unless renewed in writing by a separate order.
- 5 You would be paid a consolidated remuneration of Rs. 24500/- (Rupees Twenty Four Thousand Five Hundred Only) per month after negotiation. No other allowances of any kind will be admissible. You will be given up to 10% yearly increment on consolidated remuneration based on working, merit, performance and other criteria's decided by the Institute.
- 6 Group Health Insurance & other benefits would be given as per the rules of the institute. EPF & Gratuity will be applicable as per the rules.
- 7 Your services will be liable to be terminated without notice and without stating any reasons. No notice of termination will be necessary on the expiry of the original or extended probation period / contractual period
- 8 In view of the fact that you are working in Cardiac Institute it would be mandatory for you to give two months' notice for getting relieved from the services for the Institute before leaving the job during the period of contractual appointment. Unless your resignation is accepted following proper formality, experience certificate and No Objection Certificate will not be issued. You will hand over the books, journal or any other property / gadgets of the Institute to the concerned officer and produce no due certificate before you are relieved.

Ragin
Ravindrab
hai Shah

Training and Placement Cell



Digitally signed by Ragin Ravindrabhai Shah, DN: cn=Ragin Ravindrabhai Shah, o=Swami Startup & Innovation University, email=Ragin.Ravindrabhai.Shah@swamistartup.edu.in, c=IN, date=2023.06.10 10:25:40 +05'30'

(Recog. By :- Indian Nursing Council, Gujarat Nursing Council, Gov. of Gujarat and Gujarat University)

Sarvodaya Institute Of Nursing

Managed By Shree Sarvodaya Shikshan Samaj

Near New APMC Market,
Matva Kuva, Kalol (North Gujarat)
E-mail : sarvodayanursing@gmail.com



Phone : (02764) 222228
Mo. : 98986 31668

Ref. No. : | SCOM | 23-24

Date : 15 | 04 | 2024

To,

YAGNELA DIVYANG CHANDRANANT

JOD-SHAHPTI B. GANDHINAGAR, 38335

MOBILE-93800933

Sir

With reference to your application the management is pleased to inform you that you are appointed as a full time NURSING TUTOR at SARVODAY INSTITUTE OF NURSING.

The terms and conditions of the appointment are as under.

Your appointment is on probation for two years.

1. You will be paid as per Gujarat University Rules.
2. Your Appointment is subject to approval by the Gujarat University, if the approval is not accorded by the Gujarat University, your services are liable to be terminated forthwith.
3. During probation period, you can resign only after giving two month notice or you will have to pay two Month salary as liquidated damages. On confirmation, however, the notice period shall be three month on either side. However as per rules, you will not be permitted to leave in the middle of the academic term. This will not hold well in case of termination of services by the management on account of disciplinary action.
4. You will be discharging your duties most sincerely and diligently, assigned from time to time by the chairman / Executive Director, or the Trust/Director/Principal of the college.
5. In addition to Academic assignment, you will also be discharging your duties in respect of co-curricular activities assigned to you from time to time.
6. You will be full time employee of the trust, and are not allowed to get engaged / involved in outside job / activities, voluntary or otherwise.
7. Other terms and conditions will be as applicable as per Gujarat University Rules and Regulation.
8. As per the rules set by the institutional Management Committee the Employee is liable for job Termination without any notice, if the person is found guilty of misconduct in his/her duties to words the institute or the managing Trust.

Kindly sign the acceptance given below and return to the office immediately.

Thanking you

Yours faithfully,


Principal
Sarvodaya Institute of Nursing
Kalol
SARVODAY INSTITUTE OF NURSING

ACCEPTANCE

I hereby accept the appointment as NURSING TUTOR at SARVODAY INSTITUTE OF NURSING and shall abide by the terms and conditions stated above, and assure you to serve the institution to the best of my ability.

Date:

Place:

Signature Divyang



Training and Placement Cell

Ragin
Ravindrabhai
Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin Ravindrabhai Shah, o = Sarvodaya Institute of Nursing, ou = Sarvodaya Institute of Nursing, email = ragin@sarvodayanursing.com, c = IN
Date: 2024.04.15 10:45:45 +05'30'



(Recog. By :- Indian Nursing Council, Gujarat Nursing Council, Govt. of Gujarat and Gujarat University)

Sarvodaya Institute Of Nursing

Managed By Shree Sarvodaya Shikshan Samaj

Near New APMC Market,
Matwa Kuva, Kalol (North Gujarat)
E-mail : sarvodaynursing@gmail.com



Phone : (07784) 222222
Mob : 92025 21552

Ref. No. : / S.S.O.N / 23-24

Date : 4/4/24

To
PATEL AKSHAY KUMAR RAJENDRA BHAI
MAIN ROAD MAHTAMANDAR
MAHSHI NAGAR

With reference to your application the management is pleased to inform you that you are appointed as a **NURSING TUTOR** at **SARVODAYA INSTITUTE OF NURSING**.
The terms and conditions of the appointment are as under.

- 1. Your appointment is on probation for two years.
- 2. You will be paid as per Gujarat University Rules.
- 3. Your Appointment is subject to approval by the Gujarat University. If the approval is not received by the University, you will be liable to be terminated forthwith.
- 4. During probation period you can resign only after giving two month notice in writing to the Management. However, the notice period shall be three month on either side. However, you are not allowed to resign in the middle of the academic term. This will not hold well in case of termination of your services by the Management.
- 5. You will be discharging your duties most sincerely and diligently, assigned your time to the duties of the Trust, Director/Principal of the college.
- 6. In addition to Academic assignment, you will also be discharging your duties in respect of other activities from time to time.
- 7. You will be full time employee of the trust, and are not allowed to get employed elsewhere.
- 8. Other terms and conditions will be as applicable as per Gujarat University Rules and Regulations.
- 9. As per the rules set by the Institutional Management Committee the Employee who is found guilty of misconduct in his/her duties is liable to be terminated from the service.

Kindly sign the acceptance given below and return to the office immediately.

Principal
Sarvodaya Institute of Nursing
SARVODAYA INSTITUTE OF NURSING
Kalol

ACCEPTANCE
NURSING TUTOR AT SARVODAYA INSTITUTE OF NURSING
Signature: *Divyanshu*

Date
Place: 3/12/24

Shrim

Training and Placement Cell



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=Sarvodaya Shikshan Samaj, ou=Management, email=ragin@sarvodaya.org, c=IN
Date: 2024.04.04 12:45:00 +05'30'

No. Cardio/Appro/1155/G-III/2023/
Date: _____

To
PATEL DIVYABEN HITESH BHAT
NEW SHAF BAHU COLONY
AHMEDABAD

Sub: Appointment for the post of Trained Cardiac Staff Nurse Grade-III

With reference to your walk-in interview held on 15.05.2023 at this Institute for the post of Trained Cardiac Staff Nurse Grade-III, we are pleased to appoint you as Trained Cardiac Staff Nurse Grade-III at this Institution purely on probation with the following terms and conditions.

1. You will have to join the post within a week from the date of receipt of this letter or within the time limit extended on your request by the Institute, failing which your appointment order will be treated as cancelled.
2. Your appointment has been made for a period of six months from the date of joining purely on probation. The probation period may be extended at the sole discretion of the Institute or your service may be dispensed with earlier either during the probation period or during the extended period of probation.
3. On completion of probation period satisfactorily, your appointment will be on contractual basis for a period of TWO YEARS which includes the probation period.
4. Your appointment will be treated as concluded after expiry of the period stated herein above unless renewed in writing by a separate order.
5. You would be paid a consolidated remuneration of Rs. 24500/- (Rupees Twenty Four Thousand Five Hundred Only) per month after negotiation. No other allowances of any kind will be admissible. You will be given up to 10% yearly increment on consolidated remuneration based on working, merit, performance and other criteria's decided by the Institute.
6. Group Health Insurance & other benefits would be given as per the rules of the Institute. PF & Gratuity will be applicable as per the rules.
7. Your services will be liable to be terminated without notice and without stating any reasons. No notice of termination will be necessary on the expiry of the original or extended probation period / contractual period.
8. In view of the fact that you are working in Cardiac Institute it would be mandatory for you to give two months' notice for getting relieved from the services for the Institute before leaving the job during the period of contractual appointment. Unless your resignation is accepted following proper formality, experience certificate and No Objection Certificate will not be issued. You will hand over the books, journal or any other property / gadgets of the Institute to the concerned officer and produce no due certificate before you are relieved.



Training and Placement Cell



Ragin
Ravindrab
hai Shah

0181-2522222
0181-2522223
0181-2522224
www.inboard.org

(Recog. By :- Indian Nursing Council, Gujarat Nursing Council, Gov. of Gujarat and Gujarat University)

Sarvodaya Institute Of Nursing

Managed By Shree Sarvodaya Shikshan Samaj

Near New APMC Market,
Matva Kuva, Kalol (North Gujarat)
E-mail : sarvodayanursing@gmail.com



Phone : 077651 22222
MO : 98325 31593

Ref. No. : / SEON / 23-24

Date: 7/4/24

To: **PARMAR MANISH KUMAR RATESH BHAI**
MARKUNT HEIGH FLAT NUMBER 24
MANDHANAHAR

Sir

With reference to your application the management is pleased to inform you that you are appointed as a **NURSING TUTOR** at **SARVODAYA INSTITUTE OF NURSING**.
The terms and conditions of the appointment are as under:

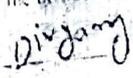
- 1. Your appointment is on probation for two-years
- 2. You will be paid as per Gujarat University Rules
- 3. Your Appointment is subject to approval by the Gujarat University. If the approval is not obtained within 30 days, your services are liable to be terminated forthwith.
- 4. During probation period you can resign only after giving two month notice or you will have to pay the notice period. However, as per Gujarat University Rules, you can leave in the middle of the academic term. This will not hold well in case of termination of services by the management.
- 5. You will be discharging your duties most sincerely and diligently, assigned from time to time by the **Trust Director/Principal of the college**.
- 6. In addition to Academic assignment, you will also be discharging your duties in respect of **non-academic** work from time to time.
- 7. You will be full-time employee of the trust and are not allowed to get engaged in any other **voluntary or otherwise** work.
- 8. Other terms and conditions will be as applicable as per Gujarat University Rules and Regulations.
- 9. As per the rules set by the institutional Management Committee the Employee in charge of the institution, if a person is found guilty of misconduct in his/her duties towards the Institute of the management.

Kindly sign the acceptance given below and return to the office immediately.

Thanking you
Yours faithfully,


Principal
Sarvodaya Institute of Nursing
SARVODAYA INSTITUTE OF NURSING
Kalol

I hereby accept the appointment as **NURSING TUTOR** at **SARVODAYA INSTITUTE OF NURSING** on the conditions stated above and assure you to serve the institution to the best of my ability.

ACCEPTANCE

Signature **Divyanshu**

Date: **3/12/23**
Place:


Training and Placement Cell

Ragin
Ravindrab
hai Shah



Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin, o=Sarvodaya Institute of Nursing, ou=Kalol, email=ragin@sarvodayanursing.com, c=IN
3.4.3.0 (unavailable) +628176808148
1630507483942409575556444
07911483.pptm:code=390015
1630507483942409575556444
07911483.pptm:code=390015
Date: 2024.03.12 10:45:45 +05'30'

AB Enterprise

MANPOWER SOLUTIONS

Date: 20/02/2024

PB BSC

To,
The Chief District Health Officer
District Panchayat,
Palanpur, Dist: Banaskantha.

Subject : Appointment of Manpower.

Sir,

With above cited subject, we are pleased to inform you that we have appointed following manpower as Staff Nurse at Primary Health Center of District Panchayat Palanpur, Dist.-Banaskantha.

Sr. No.	Taluka Health Office	Sub Center	Employee Name	Joining Date
1	Vadgam	Panchada	Solanki Kaiyansinh Dilipsinh	20/02/2024

Thanking You,

For, AB Enterprise



Rabin
Authorized Person

Copy Forwarded To:

The Taluka Health Officer, Ta. Palanpur, Dist. Banaskantha.

નોંધ- નં.જિ.પં/કુક./એલ-4/મકમ/વશી ૨૨૪ થી ૨૨૮/૨૦૨૧ તા.૨૨-૦૨-૨૧
અંતર્ગત બનાસકાંઠા જિલ્લા માં આઉટસોર્સ સ્ટાફ નર્સ નો ફિક્સ પગાર ૧૦૪૦/- રહેશે.
તથા ઇ.પી.એફ. અને ઇ.એસ.આઇ.સી. નો લાભ મળવા પાત્ર રહેશે નહીં.



Ragin
Training and Placement Cell

Ragin

1st Floor, Above The Darshan Hotel, Ramosana Circle, Highway Road, MBHSANA-384 002.



ISO 45001:2018
Certified Company

hai Shah

Digitally signed by Ragin Ramdasbhai Shah
DN: cn=Ragin Ramdasbhai Shah, o=AB Enterprise, ou=Manpower Solutions, email=ragin@abenterprise.com

Date: 2024.02.18 10:45:46 +0530



SWAMINARAYAN UNIVERSITY

THE RESERVOIR OF ALL KNOWLEDGE

(Established under Gujarat Private Universities (First Amendment) Act 7 of 2022)

Ref. No. : SV/APP. /2023/A-23

Date : 03 - 07 - 2023

To.

APPOINTMENT ORDER

MS. DABHI URMILA DEVSHBHAI.
304, ANMOL RESIDENCY, KALOL
GANDHINAGAR.

Through: Shree Swaminarayan Nursing College, Kalol, Dist. Gandhinagar

Sub: DABHI URMILA - Appointed as Tutor in Shree Swaminarayan Nursing College, Faculty of Nursing of Swaminarayan University - Orders issued.

With reference to your application and personal interview, thereon by the Selection Committee and considering the recommendation of the said Committee, we are pleased to appoint you as Tutor in Shree Swaminarayan Nursing College, Faculty of Nursing of Swaminarayan University Kalol on the following terms & conditions.

- (1) Your consolidated pay will be Rs. 14,000/- inclusive of all allowances admissible as per Swaminarayan University rules.
- (2) Your appointment is subject to approval from concerned Statutory Commission/Council/Academic Body if need be
- (3) You will be governed by the provisions of the Act, Statutes, Regulations, Ordinances, Notifications, Circulars and other orders issued by Swaminarayan University from time to time.
- (4) Continuation of your appointment shall be subject to the fulfilment of the requisites of employment including qualifications, experience, performance etc.
- (5) You shall be on probation for period of 1 year from the date of joining. During probation period if you want to leave the organization you may do so by serving 1 month notice in advance or 1 month salary in lieu of notice period and after the completion of probation, if you want to leave the organization you may do so by serving 3 months notice in advance or 3 months salary in lieu of the notice period. You are required to follow due process of relieving as well as charge handover at the time of leaving.
- (6) You will be liable to be posted/transferred to any position/constituent institution/office as decided by the University & Institution.
- (7) You will not be entitled to any other benefits either in cash or otherwise and the University & Institution reserves the right to modify the same from time to time.

Training and Placement Cell

Promoted by Shree Swaminarayan Vishvamangal Gurukul

ad Mehsana Highway, At. & Po. Saij, Ta. Kalol, Dist. Gandhinagar, Gujarat- 382725

110017. info@swaminarayanuniversity.org.in @ www.swaminarayanuniversity.org.in

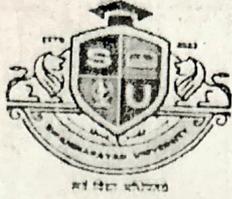
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Shree Swaminarayan Vishvamangal Gurukul
Personal Code: 2100
Phone: 079-26688888
Fax: 079-26688888
Email: info@swaminarayanuniversity.org.in
Website: www.swaminarayanuniversity.org.in
Address: Mehsana Highway, At. & Po. Saij, Ta. Kalol, Dist. Gandhinagar, Gujarat- 382725
Date: 2023/07/03 11:10:45 AM IST



SWAMINARAYAN UNIVERSITY

THE RESERVOIR OF ALL KNOWLEDGE

(Established under Gujarat Private Universities (First Amendment) Act 7 of 2022)

Ref. No.: SU/APP. / 2023/ A-25

Date: 03-09-2023

To.

APPOINTMENT ORDER

MR. MORI HEMAL JAYESHBHAI.
SS. VRUNDAVAN SOCIETY,
MEHSANA.

Through: Shree Swaminarayan Nursing College, Kalol, Dist. Gandhinagar

Sub: MORI HEMAL - Appointed as Tutor in Shree Swaminarayan Nursing College, Faculty of Nursing of Swaminarayan University - Orders issued.

With reference to your application and personal interview, thereon by the Selection Committee and considering the recommendation of the said Committee, we are pleased to appoint you as Tutor in Shree Swaminarayan Nursing College, Faculty of Nursing of Swaminarayan University Kalol on the following terms & conditions:

- (1) Your consolidated pay will be Rs. 14,000/- inclusive of all allowances admissible as per Swaminarayan University rules.
- (2) Your appointment is subject to approval from concerned Statutory Commission/Council/Academic Body if need be.
- (3) You will be governed by the provisions of the Act, Statutes, Regulations, Ordinances, Notifications, Circulars and other orders issued by Swaminarayan University from time to time.
- (4) Continuation of your appointment shall be subject to the fulfilment of the requisites of employment including qualifications, experience, performance etc.
- (5) You shall be on probation for period of 1 year from the date of joining. During probation period if you want to leave the organization you may do so by serving 1 month notice in advance or 1 month salary in lieu of notice period and after the completion of probation, if you want to leave the organization you may do so by serving 3 months notice in advance or 3 months salary in lieu of the notice period. You are required to follow due process of relieving as well as charge handover at the time of leaving.
- (6) You will be liable to be posted/transferred to any position/constituent institution/office as decided by the University & Institution.
- (7) You will not be entitled to any other benefits either in cash or otherwise and the University & Institution reserves the right to modify the same from time to time.

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Promoted by Shree Swaminarayan Vishvamangal Gurukul

Training and Placement Cell

Ahmedabad Mehsana Highway, At. & Po. Saij, Ta. Kalol, Dist. Gandhinagar, Gujarat- 382725





SWAMINARAYAN UNIVERSITY

THE RESERVOIR OF ALL KNOWLEDGE

(Established under Gujarat Private Universities (First Amendment) Act 7 of 2022)

Ref. No.: SV/APP. /2023/ A-57

Date: 03 -08-2023

APPOINTMENT ORDER

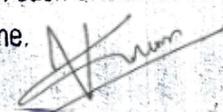
To,
MS. TARAL LEELABEN RAMESHBHAI
13, GOKULAM SOCIETY, CHANDKHEDA
AHMEDABAD.

Through: Shree Swaminarayan Nursing College, Kalol, Dist. Gandhinagar

Sub: TARAL LEELABEN - Appointed as Tutor in Shree Swaminarayan Nursing College, Faculty of Nursing of Swaminarayan University - Orders issued.

With reference to your application and personal interview, thereon by the Selection Committee and considering the recommendation of the said Committee, we are pleased to appoint you as Tutor in Shree Swaminarayan Nursing College, Faculty of Nursing of Swaminarayan University Kalol on the following terms & conditions.

- (1) Your consolidated pay will be Rs. 14,000/- inclusive of all allowances admissible as per Swaminarayan University rules.
- (2) Your appointment is subject to approval from concerned Statutory Commission/Council/Academic Body if need be.
- (3) You will be governed by the provisions of the Act, Statutes, Regulations, Ordinances, Notifications, Circulars and other orders issued by Swaminarayan University from time to time.
- (4) Continuation of your appointment shall be subject to the fulfilment of the requisites of employment including qualifications, experience, performance etc.
- (5) You shall be on probation for period of 1 year from the date of joining. During probation period if you want to leave the organization you may do so by serving 1 month notice in advance or 1 month salary in lieu of notice period and after the completion of probation, if you want to leave the organization you may do so by serving 3 months notice in advance or 3 months salary in lieu of the notice period. You are required to follow due process of relieving as well as charge handover at the time of leaving.
- (6) You will be liable to be posted/transferred to any position/constituent institution/office as decided by the University & Institution.
- (7) You will not be entitled to any other benefits either in cash or otherwise and the University & Institution reserves the right to modify the same from time to time.


Training and Placement Cell

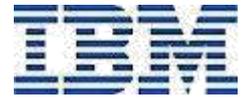
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DN: cn=Sage Ravindrabhai Shah, o=Shree Swaminarayan Vishvamangal Gurukul, email=sage.ravindrabhai@swaminarayanuniversity.ac.in

Promoted by Shree Swaminarayan Vishvamangal Gurukul

Ravindrabhai Shah
Ahmedabad-Mehsana Highway, At. & Po. Saij, Ta. Kalol, Dist. Gandhinagar, Gujarat-382725

119017 info@swaminarayanuniversity.ac.in





October 25, 2023

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 Chauhan Hardevsinh Bharatsinh

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.

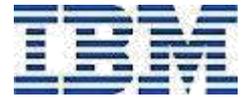
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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personality = 02e9f9e817942e5b44
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October 25, 2023

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 Chauhan Hardevsinh Bharatsinh

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

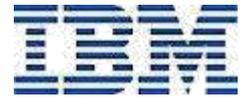


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serial=907979, 3.2.2019.01.24.14.51.51,
email=ragin@swami.edu.in
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serialNumber=628474152202001007,
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Training and Placement Cell



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.



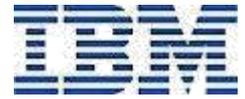
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reason = I am the author of this document
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c = IN, o = IBM,
serialNumber = 026602977309a8306,
subject = Ragin Ravindrabhai Shah,
4026664446, cn = Ragin Ravindrabhai
Shah
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Training and Placement Cell



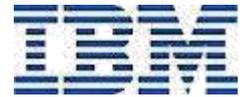
salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *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 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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Digitally signed by Ragin Ravindrabhai
Shah
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ou = SIOS, email = ragin@sios.com,
c = IN, 2.5.4.20 = 0483748450764889a3baw
953050978239454499335864b40
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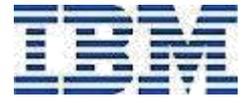


- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property 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, o = SIOS,
 postalCode = 322405, email = ragin@sios.in,
 serialNumber = 1, c = IN
3.3.4.0 - (0403748450)764899818aw
163015071823945048993315064840
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 c = Gujarat,
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 serialNumber = 62847415220000007,
 postalCode = 380015, cn = Ragin Ravindrabhai
Shah
Date: 2024.10.10 10:45:40 +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))

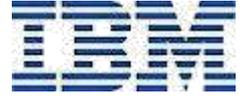
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this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



Ragini
Ravindraba
hai Shah

Digitally signed by Ragini Ravindraba
Shah
DN: c=IN, o=Rensod, ou=SSS,
email=ragini_ravindraba@swarnajyoti.edu.in,
serial=154, version=1
3.5.4.0 - (0403748450)764889a3baw
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serialNumber=62847415220000007,
4036684466, cn=Ragini Ravindraba
Shah
Date: 2024.10.10 10:45:46 +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

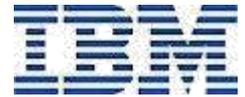


Ragin
Ravindrab
hai Shah

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

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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>

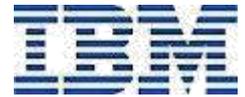
*For detailed information please refer to Company policies, which are subject to change from time to time.



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hai Shah

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postalCode=4500, serialNumber=0269F6B119042E5B44958A481F42
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Date: 2024.10.10 10:45:46 +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.

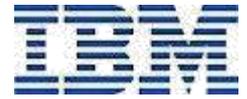
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate 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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DN: cn = Ragin, o = SIOS, postalCode = 400015, email = ragin@sios.com, c = IN, st = Maharashtra, serialNumber = 152420, cn = Ragin Ravindrabhai Shah, o = SIOS, postalCode = 400015, st = Maharashtra, email = ragin@sios.com, c = IN, st = Maharashtra, serialNumber = 4020664446, cn = Ragin Ravindrabhai Shah
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I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

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

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

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

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

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

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

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

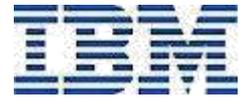
Employee's full Name	Employee's Signature	Employee Serial No.	Date



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Digitally signed by Ragin Ravindrabhai Shah
DN: cn=Ragin Ravindrabhai Shah, o=Swami Startup & Innovation University, email=ragin@swamistartup.edu.in, c=IN, postalCode=380015, serial=152, version=1
Date: 2024.10.10 10:45:40 +05'30'





October 25, 2023

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 Jain Mayuri Bharatkumar

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.

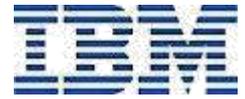
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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postalCode = 02249881154, postalCode =
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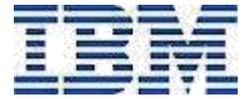
salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *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 = SIOS, email = ragin@sios.com,
c = IN, postalCode = 400015,
serialNumber = 02660297730968306,
uniqueIdentifier = 62e47471522a3061007
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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.



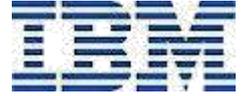
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Training and Placement Cell



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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Ravindrab
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Training and Placement Cell



Important Letter on Transfer / Relocation / Type of Work Assigned

Date – October 25, 2023

Dear Jain Mayuri Bharatkumar,

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.

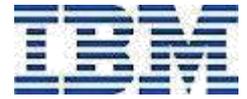


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Training and Placement Cell



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.

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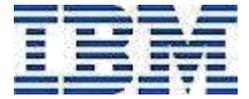
<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>



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DN: cn=Ragin Ravindrabhai Shah, o=Swami Startup & Innovation University, ou=Swami Startup & Innovation University, email=ragin@swamistartup.edu.in, c=IN, postalCode=380015, serial=152, version=1
Date: 2024.10.10 10:45:40 +05'30'





October 25, 2023

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 Adhikari Zeel Kirnabhai

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.

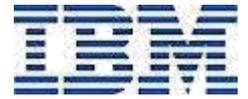


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Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: cn = Ragin, o = SIO, postalCode = 560045, email = ragin@swarnajayanti.edu.in, c = IN, serial = 1522029123, emailAddress = ragin@swarnajayanti.edu.in, o = Swarnajayanti Startup & Innovation University, ou = Ragin, postalCode = 560045, cn = Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

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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:

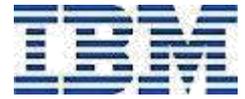
- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, 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.



Ragin
Ravindrab
hai Shah

Digitally signed by Ragin Ravindrabhai
Shah
DN: cn = Ragin, o = IBM, email = ragin@in.ibm.com, serial = 1505,
reason = I am the author of this document.
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Training and Placement Cell



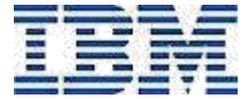
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 - *The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.*
 - *You agree to utilize IBM's resources, materials 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 = SIOS,
 postalCode = 322402, email = ragin@sios.in,
 serialNumber = 1, 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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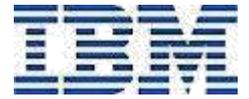
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Training and Placement Cell

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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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personalEmail = 02e49e811904e55b44
056ae40f@iitg.
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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>

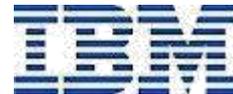
*For detailed information please refer to Company policies, which are subject to change from time to time.



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serialNumber=026602977599a8306,
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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.

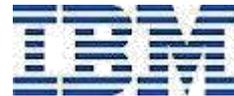
* For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees



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3.3.4.0="0480748450376489A3Baw
19301507148394344893315044840
05911841.postalCode=380015",
ou=Company,
serialNumber=09266297750968506,
swahai@swa7162e4741522a000007
4070664446, cn=Ragin Ravindrabhai
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Date: 2024.10.10 10:45:46 +05'30'


Training and Placement Cell



Important Letter on Transfer / Relocation / Type of Work Assigned

Date – October 25, 2023

Dear Adhikari Zeel Kirnabhai,

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

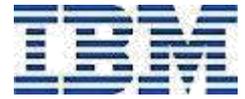
Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

Signature.



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DN: cn = Ragin, o = IBM, email = ragin@in.ibm.com, postalCode = 560001, serialNumber = 1.2.840.113548074645037648993350640400991483, postalCode = 560001, st = Gujarat, organization = IBM India Pvt Ltd, email = ragin@in.ibm.com, postalCode = 560001, cn = Ragin Ravindrabhai Shah
Date: 2023.10.25 10:45:46 +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.

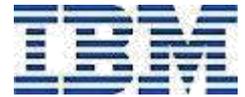
The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, 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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DN: cn=Ragin Ravindrabhai Shah, o=Swarnim Startup & Innovation University, email=ragin@swarnim.edu.in, c=IN, postalCode=380015, st=Gujarat, serialNumber=092662977309685306, streetName=7/6-2475152202000000740206044486, cn=Ragin Ravindrabhai Shah, 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.

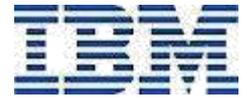
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate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

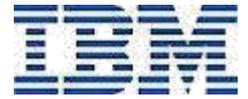
Employee's full Name	Employee's Signature	Employee Serial No.	Date



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c=IN, o=Swami Startup & Innovation University, email=ragin@swamistartup.edu.in, serial=18, c=IN





October 25, 2023

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 Poonam Hasmukhbhai

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.

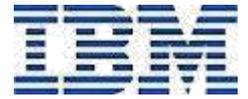
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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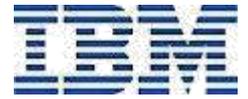
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

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



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- *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.



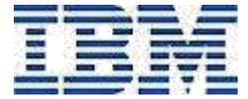
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Training and Placement Cell



OTHER BENEFITS:

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

OTHER COMMITMENTS/ CONDITIONS

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

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA

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

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



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SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

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

SIGNATURE

PRINTED NAME

DATE

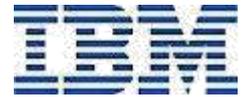


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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	<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>

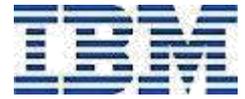
**For detailed information please refer to Company policies, which are subject to change from time to time.*



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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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Important Letter on Transfer / Relocation / Type of Work Assigned

Date – October 25, 2023

Dear Panchal Poonam Hasmukhbhai,

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.

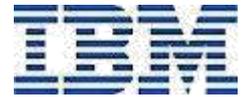


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Training and Placement Cell



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.

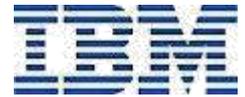
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during 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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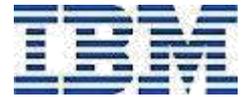
salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *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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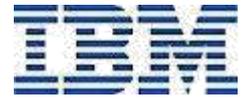


- *During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.*
- *Information pertaining to IBM operations and intellectual property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

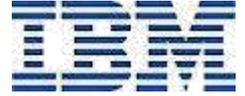
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this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



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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

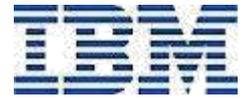


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IBM CONFIDENTIAL

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:

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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

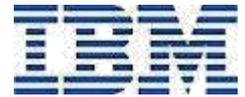
Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciam Insurance Policy.



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o = IBM, ou = IBM India Pvt. Ltd., email = ragin.ravindrabhai@in.ibm.com,
c = IN, postalCode = 400015,
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serialNumber = 09266297730968306,
uniqueIdentifier = 6284741522a2a00007
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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

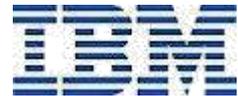


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Training and Placement Cell



Important Letter on Transfer / Relocation / Type of Work Assigned

Date – October 25, 2023

Dear Mistry Ujjaval Ghanshyam,

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.

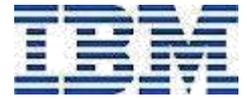


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Training and Placement Cell



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.

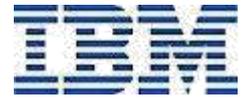
Employee's full Name	Employee's Signature	Employee Serial No.	Date



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October 25, 2023

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 Mistry Poojan Hareshkumar

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.

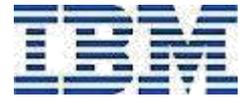


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Training and Placement Cell



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

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

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

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

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



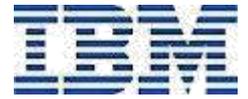
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Training and Placement Cell



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

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



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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>

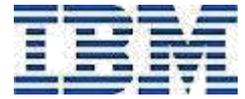
*For detailed information please refer to Company policies, which are subject to change from time to time.



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IBM CONFIDENTIAL

Other Benefits- Additional Information*

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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.

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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

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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serialNumber = 09266297759968306,
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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 – October 25, 2023

Dear Mistry Poojan Hareshkumar,

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

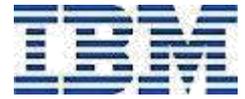
Please sign on a copy of this letter and return the same to On-Boarding coordinator, to indicate your understanding and acknowledgement of the contents of this letter Signature.

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.

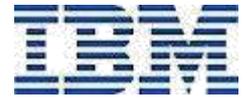
The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement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

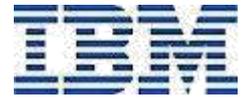
<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>



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DN: cn=Ragin Ravindrabhai Shah, o=Swamiji Startup & Innovation University, ou=Swamiji Startup & Innovation University, email=ragin@swamiji.edu.in, c=IN, serial=152, version=1
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October 25, 2023

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 Rabari Zeel Mohanbhai

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.

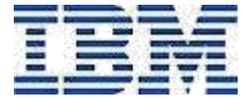
Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



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October 25, 2023

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 Rabari Zeel Mohanbhai

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

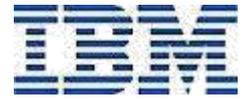


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Training and Placement Cell



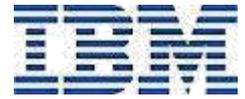
salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *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.



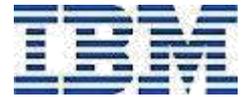
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Training and Placement Cell



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))

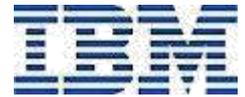
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this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



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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 – October 25, 2023

Dear Rabari Zeel Mohanbhai,

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

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

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

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

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

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

Signature.

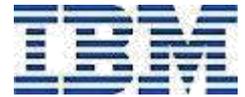


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IBM CONFIDENTIAL

ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : _____/_____/_____

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

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

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

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

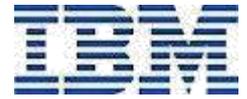
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during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



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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.

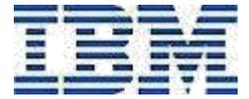
<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>



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DN: cn=Ragin Ravindrabhai Shah, o=Swami Startup & Innovation University, ou=Swami Startup & Innovation University, email=ragin@swamistartup.edu.in, serial=152, version=1
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October 25, 2023

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 Agnibesh Dasgupta

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.

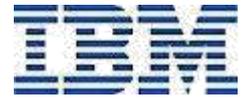
Talent development is strategic to IBM and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

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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o = Swami Startup & Innovation University,
ou = Gandhinagar, email = ragin@swamistartup.edu.in,
c = IN, postalCode = 560045
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October 25, 2023

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 Agnibesh Dasgupta

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

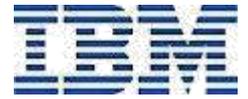


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Training and Placement Cell



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.



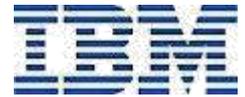
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st = Gujarat,
serialNumber = 02660297750968506,
uniqueIdentifier = 6243741522a20a0307
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Training and Placement Cell



- *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 = 322402, email = ragin@sios.in,
 serialNumber = 1, c = IN
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ANNEXURE A

DATE	October 25, 2023		
NAME	Agnibesh Dasgupta	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.

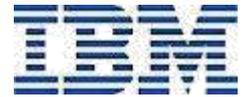
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



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organization = SSIU, o = Swami Startup & Innovation University,
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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))

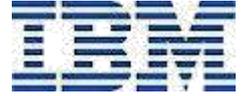
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this 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=Personid, ou=IS05,
email=ragini_ravindraba@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

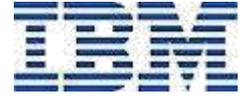


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Explanation of Compensation Components

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>

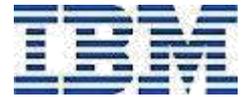
*For detailed information please refer to Company policies, which are subject to change from time to time.



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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

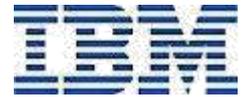
Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciam Insurance Policy.



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serialNumber = 09266297730968306,
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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.

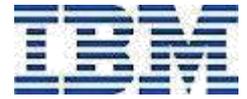
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during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

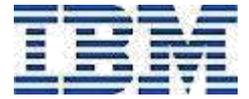
<i>Employee's full Name</i>	<i>Employee's Signature</i>	<i>Employee Serial No.</i>	<i>Date</i>



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October 25, 2023

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 Manishkumar Natvarlal

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

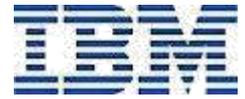


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Training and Placement Cell



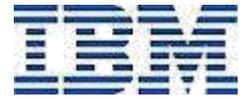
If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.

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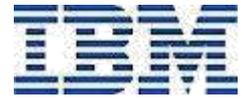
salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

- *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.



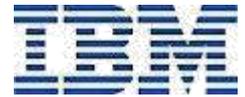
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Training and Placement Cell



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ANNEXURE A

DATE	October 25, 2023		
NAME	Panchal Manishkumar Natvarlal	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.

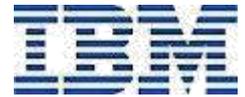
You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



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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>

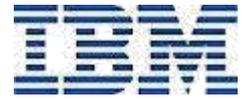
*For detailed information please refer to Company policies, which are subject to change from time to time.



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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 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

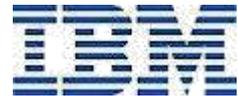


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Training and Placement Cell



Important Letter on Transfer / Relocation / Type of Work Assigned

Date – October 25, 2023

Dear Panchal Manishkumar Natvarlal,

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.

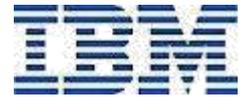


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Training and Placement Cell



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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.

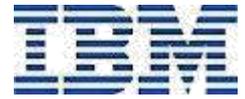
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during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

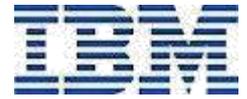
8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate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

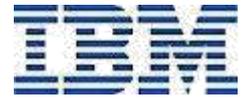


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October 25, 2023

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 Garala Dhruvkumar Mitalbhai

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

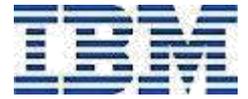


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On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number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



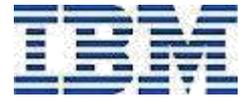
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- *This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, 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.



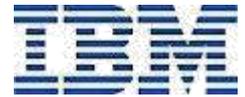
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Training and Placement Cell



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))

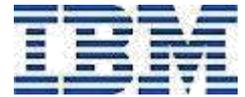
I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this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

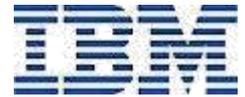
(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during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