APPOINTMENT LETTER

Date: 23 July 2022

Dear **Abhishek Ketanbhai Sankdecha** ,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as **Learning Designer**. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

This appointment is contingent upon a satisfactory reference report and submission of documents which are summarized below. Do email us copies of the same or bring them along on your first day at Simplilearn.

Documents required (Mandatory)

- Aadhaar Card
- PAN Card
- Copy of current employer's Appointment / Confirmation/ Appraisal Letter
- Copy of current employer's Relieving and Work Experience Letter
- Copy of last 3 months' Salary Slip / Certificate
- Passport Size Photograph (3 Nos)
- Copies of all Academic and Training Certificates

We look forward to having you onboard on or before **26 July 2022**. Do reach out to your recruitment coordinator **Aniket** on his email **aniket.manhar@simplilearn.com** for any questions or clarifications and be sure to visit **Simplilearn.com** to know more about your new company!

Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

Training and Placement Cell

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

simplilearn

ANNEXURE I Cost To Company Breakup	
Name	Abhishek Ketanbhai Sankdecha
Designation	Learning Designer
Grade	A1

Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
Interim/Stat Bonus	708	8500
Employer PF	1750	21000
Gratuity	702	8418
Gross CTC	29167	350000
Variable Pay		0
Total CTC		350000

*Variable pay (performance linked pay) is payable based on your performance against specific goals set by your business head.

Policy details are described in Annexure II

Following will be deducted from the Gross Salary as Employee Contribution
PF Employee Contribution (12% of Gross Salary Excluding HRA or INR 1800/- Per Month whichever is lower)
Income Tax (As per IT Act)
Professional Tax (As per Professional Tax Act slab)

Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

Training and Placement Cell

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Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

APPOINTMENT LETTER

Date: 23 July 2022

Dear **Shah Dhruv Sujalbhai** ,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as **Learning Designer**. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

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Ragin Ravindrabhai Shah

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ANNEXURE I Cost To Company Breakup	
Name	Shah Dhruv Sujalbhai
Designation	Learning Designer
Grade	A1

Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
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Archana Kumari

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Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

APPOINTMENT LETTER

Date: 23 July 2022

Dear **Shah Karm Bhadreshbhai** ,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as **Learning Designer**. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

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Training and Placement Cell

Ragin Ravindrabhai Shah

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

simplilearn

ANNEXURE I Cost To Company Breakup	
Name	Shah Karm Bhadreshbhai
Designation	Learning Designer
Grade	A1

Salary Components	Monthly	Yearly
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Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

APPOINTMENT LETTER

Date: 23 July 2022

Dear **Solanki Dharm Pravinsinh** ,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as **Learning Designer**. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

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Training and Placement Cell

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Vice President- HR & Org Development

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Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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ANNEXURE I Cost To Company Breakup	
Name	Solanki Dharm Pravinsinh
Designation	Learning Designer
Grade	A1

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House Rent Allowance	5833	70000
Special Allowance	5590	67082
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Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

Training and Placement Cell

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Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

APPOINTMENT LETTER

Date: 23 July 2022

Dear **Sonkavade Siddharth Prabhakarbhai** ,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as **Learning Designer**. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

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Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

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Training and Placement Cell

Ragin Ravindrabhai Shah

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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

simplilearn

ANNEXURE I Cost To Company Breakup	
Name	Sonkavade Siddharth Prabhakarbhai
Designation	Learning Designer
Grade	A1

Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
Interim/Stat Bonus	708	8500
Employer PF	1750	21000
Gratuity	702	8418
Gross CTC	29167	350000
Variable Pay		0
Total CTC		350000

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Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

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Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

CrimsonLogic
Solutions. Simplified.
A member of the PSA Group

Appointment Letter

December 15, 2021

Deepak Kumar

Dear Deepak

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you have to bring on the day of joining.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

FOR CRIMSONLOGIC INDIA PVT LTD

Sunitha Rao M

Sunitha Rao M
Senior Manager Human Resource

I hereby accept the offer and will be joining by _____

Signature: Name:

Date:

Training and Placement Cell

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Website: www.crimsonlogic.com, Email: India@crimsonlogic.com
(CIN: U72200KA2001PTC028649)

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

Bhoyan Rathod Gandhinagar Sanstha Swarnim Startup & Innovation University

CrimsonLogic
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A member of the PSA Group

Appendix: I

Salary Per annum	500,000.00
Monthly Salary	41,667.00
Basic	12,500.00
House Rent Allowance	5,000.00
Co's Contri to PF	1,500.00
FBP	
There are quite a few options where you can save your tax and will be explained to you once you join us	
Personal Pay	22,667.00
(Balancing Figure)	
TOTAL GROSS PAY	40,167.00
DEDUCTIONS	
Employees PF	1,500.00
Professional Tax	200.00
TDS(depends on Individual)	
TOTAL DEDUCTIONS	1,700.00
NET PAY	38,467.00

Training and Placement Cell

CrimsonLogic India Pvt. Ltd.
Unit No 601, 6th Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103
Tel: +91 [redacted] 6770.9500
Headquarters: 51, The Crimson, Science Park Road, Singapore I l76l I Tel (65) 6887 7888 Fax (65) 6778 5277
Website: http://www.crimsonlogic.com, Email: India@crimsonlogic.com
(CIN: U72200KA2001PTC028649)

Digitally signed by Ragin Ravindrabhai Shah
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Swarnim Startup & Innovation University
Bhoyan Rajnod, Gandhinagar

CrimsonLogic
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Appendix: II

Checklist of Documents

1. 10th Mark Sheet
2. 12th Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

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Swarnim Startup & Innovation University
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Appointment Letter

December 15, 2021

Yadav Anurag

Dear Anurag

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

FOR CRIMSONLOGIC INDIA PVT LTD

Sunitha Rao M

Sunitha Rao M
Senior Manager Human Resource

I hereby accept the offer and will be joining by _____

Signature: Name:

Date:

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Bhavan Ramod. Gandhinagar
Swarnim Startup & Innovation University

CrimsonLogic
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(Balancing Figure)	
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Ragin Ravindrabhai Shah

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Swarnim Startup & Innovation University
Bhoyan Rathod Gandhinagar

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Appointment Letter

December 15, 2021

Vishwakarma Rohit Rameshwar

Dear Rohit

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You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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Yours sincerely,

FOR CRIMSONLOGIC INDIA PVT LTD

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Senior Manager Human Resource

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Signature: Name:

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(CIN: U72200KA2001PTC028649)

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

Ragin Ravindrabhai Shah

Appendix: II

Checklist of Documents

1. 10th Mark Sheet
2. 12th Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

Training and Placement Cell

CrimsonLogic India Pvt. Ltd.
Unit No 601, 6th Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103
Tel:+91 [redacted] 6770.9500
Headquarters: 55, The Crimson, Science Park Road, Singapore I l76l I Tel (65) 6887 7888 Fax (65) 6778 5277
Website: www.crimsonlogic.com, Email: India@crimsonlogic.com
(CIN: U72200KA2001PTC028649)

Ragin Ravindrabhai Shah

Private and Confidential

07-02-2022

Vaidik Arvind Patel

Appointment Letter

Dear Vaidik Arvind Patel

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 19.02.2022 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

#1722, 1ST Floor, 19TH Main,
Opp. Nagarjuna Green Ridge Apartment,
H.S.R. Layout,

www.fancymonk.com
hello@fancymonk.com
+91 - 973 968

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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

without notice, if at any time you have been found to have concealed any material information or have given any false details.

2.8. Start and continuity

Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2022**.

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

Fancymonk Technologies Pvt. Ltd.

Accepted

Signature

Date:

Place:

#1722, 1ST Floor, 19TH Main,
Opp. Nagarjuna Green Ridge Apartment,
H.S.R. Layout,

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Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Private and Confidential

07-02-2022

Jay Vyas

Appointment Letter

Dear Jay Vyas

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 19.02.2022 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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Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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

without notice, if at any time you have been found to have concealed any material information or have given any false details.

2.8. Start and continuity
Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2022**.

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

Fancymonk Technologies Pvt. Ltd.

Accepted

Signature

Date:

Place:

#1722, 1ST Floor, 19TH Main,
Opp. Nagarjuna Green Ridge Apartment,
H.S.R. Layout,

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+91 - 973 968

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Private and Confidential

07-02-2022

Patel Rutulkumar Dilipkumar

Appointment Letter

Dear Patel Rutulkumar Dilipkumar

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 19.02.2022 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.

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Ragin Ravindrabhai Shah

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Training and Placement Cell

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

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2.3. Transfer

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2.4. Exclusiveness

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2.5. Retirement

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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

without notice, if at any time you have been found to have concealed any material information or have given any false details.

2.8. Start and continuity
Your employment is confirmed with **Fancymonk Technologies located at #1722, First Floor, 19th Main Road, Sector-2, HSR Layout, Bengaluru 560102.**

You shall be governed by service conditions, at all times, **Fancymonk Technologies Pvt. Ltd.**, may have in force from time to time. You will also carry out and abide by any instructions, office orders and policies and processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Upon joining us you will have to sign the non-competition and non-disclosure agreements of the company.

You are requested to sign and return the copy of this letter as acceptance by **14-02-2022**.

Once you accept the offer, details on documents to be submitted will be intimated to you, a week prior to your joining.

We extend a warm welcome and look forward for you to have a successful association with **Fancymonk Technologies Pvt. Ltd.**

Yours Sincerely,

For

Fancymonk Technologies Pvt. Ltd.

Accepted

Signature

Date:

Place:

#1722, 1ST Floor, 19TH Main,
Opp. Nagarjuna Green Ridge Apartment,
H.S.R. Layout,

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Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

1st March 2022

APPOINTMENT LETTER

Mr. Joshi Maulik Hemantkumar

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 **Appointment Letter** is being issued subject to the following terms:
   a) You shall join the company on or before **1st May 2022.**
   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.

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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai 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

Annexure

Name: Joshi Maulik Hemantkumar	**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)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47, Dickenson Road Bangalore, KA 560042

1st March 2022

APPOINTMENT LETTER

Ms. Jani Riddhi Jaydevbhai

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 **Appointment Letter** is being issued subject to the following terms:
   a) You shall join the company on or before **1st May 2022.**
   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.

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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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: Jani Riddhi Jaydevbhai	**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)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

ZWAYAM DIGITAL PVT. LTD.

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,
Dickenson Road Bangalore, KA 560042

1st March 2022

APPOINTMENT LETTER

Mr. Panchotiya Aviraj Sumanbhai

We are pleased to appoint 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 **Appointment Letter** is being issued subject to the following terms:
   a) You shall join the company on or before **1st May 2022.**
   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.

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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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: Panchotiya Aviraj Sumanbhai	**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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- 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

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Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

1st March 2022

APPOINTMENT LETTER

Ms. Prajapati Haniben RameshKumar

We are pleased to appoint 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 **Appointment Letter** is being issued subject to the following terms:
   a) You shall join the company on or before **1st May 2022.**
   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.

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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai 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

Annexure

Name: Prajapati Haniben RameshKumar	**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

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*****Gratuity:**

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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.

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Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai 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 2022

APPOINTMENT LETTER

Mr. Patel Adarsh

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 **Appointment Letter** is being issued subject to the following terms:
   a) You shall join the company on or before **1st May 2022.**
   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.

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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai 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

Annexure

Name: Patel Adarsh	**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**
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Total Cost to Company ^^^ (at 100% payout)		**4,58,515**

^^^Total Cost to Company

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*****Gratuity:**

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Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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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 2022

APPOINTMENT LETTER

Ms. Khatra Drashti Bharatbhai

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 **Appointment Letter** is being issued subject to the following terms:
   a) You shall join the company on or before **1st May 2022.**
   b) Accuracy of the testimonials and information provided by you.
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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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai 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

Annexure

Name: Khatra Drashti Bharatbhai	**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**
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Nicel KM
Co-Founder
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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

1st March 2022

APPOINTMENT LETTER

Mr. Kashyap Rahul Dipakbhai

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 **Appointment Letter** is being issued subject to the following terms:
   a) You shall join the company on or before **1st May 2022.**
   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.

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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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: Kashyap Rahul Dipakbhai	**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)

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai 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

Training and Placement Cell

Bhatt Devansh Yogeshkumar **14th November 2021**

Appointment Letter

Dear Devansh,

With reference to your Resume and subsequent interview you had with us, we are pleased to appoint you as a **"Trainee Software Engineer"** in our organisation on the following terms and conditions:

Date of Joining: You are expected to join duty on **6th January 2022.**

Joining Location: Ahmedabad

During your Training period for the first six months from the date of Joining, you will get stipend of 10,000 INR

Remuneration: Your Annual Total Employment Cost to the company after 6 months would be **Rs. 3,00,000/- Per Annum (Three Lacs Rupees Only).** This comprises of your salary and Performance Linked incentives and the details of which is been given in the **Annexure A** attached below.

Please note that the salary will be on the basis of lump sum and taxes applicable will be deducted from your salary every month.

You will execute an agreement of confirmed employment with us for a period of **30 months** including the period of probation executing a bond to that effect.

We welcome you to The **NeoSOFT** family and look forward to a fruitful collaboration.

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

Yours Sincerely,
For NeoSOFT Technologies
Rohan Ghure
HR Manager

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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NeoSOFT®
TECHNOLOGIES

ANNEXURE 'A'

Salary Details (A)	Entitlement Per Month (INR)	Entitlement Per Annum (INR)
Basic	15,500	186,000
House Rent Allowance	4,154	49,853
Conveyance	1,600	19,200
Total	**21,254**	**255,053**
Statutory Benefits (B) #		
Gratuity		8,947
Total Fixed Compensation (A) + (B)	**22,000**	**264,000**
Performance Bonus*		**36,000**
Total Cost To Company	**25,000**	**300,000**
Deductions (C)		
PT	200	2,400
Net Salary (Before Tax) (A)-(C)	**21,054**	**252,653**

Insurance Coverage	Annual Amount
Group Medical Coverage	200,000
Group Personal Accident	1,000,000

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Notes:

1. Next annual increment will be based on these performance ratings as follow:
   @ PR 3 - 5% on current CTC
   @ PR 4 - 10% on current CTC
   @ PR 5 - 15% on current CTC

2. For claiming tax benefits in case of admissible allowance, you will have to submit supporting documents to the Company's satisfaction and within the timeline stipulated by the Company. In case of any under-withholding you shall be responsible to pay the necessary tax and any interest/penalty thereon.

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

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

* Performance Bonus will be disbursed annually.

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

++ Employee's contribution towards PF and Employee's contribution towards ESIC will be made From monthly salary (if applicable).

++ For employees who are not covered under the PF Act and wish to opt for PF or in the event it becomes obligatory on the company to cover you under the Provident Fund Act or any other relevant acts or rules, as amended from time to time, the Provident Fund being paid to you will be adjusted against Special Allowance or Provident Fund contribution.

A. The following statutory elements are included in the compensation package stated above: (If applicable)

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

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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

3. **ESIC** – As per compensation mentioned above if you are eligible for ESIC then, you will be covered under Employee's State Insurance Act wherein, the Company will contribute towards statutory rate. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.

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

1. **Group Medical Insurance** – In accordance with the Company policy you shall be covered under the Medical Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.

2. **Group Personal Accident Insurance** – In accordance with the Company policy you shall be covered under the Personal Accident Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.

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

You are required to treat this letter and its contents as strictly confidential and should not disclose same to any person or entity without our written consent.

Regards,
Human Resource
For NeoSOFT Technologies

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Harmanjyot Kaur Saini **14th November 2021**

Appointment Letter

Dear Harmanjyot,

With reference to your Resume and subsequent interview you had with us, we are pleased to appoint you as a **"Trainee Software Engineer"** in our organisation on the following terms and conditions:

Date of Joining: You are expected to join duty on **6th January 2022.**

Joining Location: Ahmedabad

During your Training period for the first six months from the date of Joining, you will get stipend of 10,000 INR

Remuneration: Your Annual Total Employment Cost to the company after 6 months would be **Rs. 3,00,000/- Per Annum (Three Lacs Rupees Only).** This comprises of your salary and Performance Linked incentives and the details of which is been given in the **Annexure A** attached below.

Please note that the salary will be on the basis of lump sum and taxes applicable will be deducted from your salary every month.

You will execute an agreement of confirmed employment with us for a period of **30 months** including the period of probation executing a bond to that effect.

We welcome you to The **NeoSOFT** family and look forward to a fruitful collaboration.

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

Yours Sincerely,
For NeoSOFT Technologies
Rohan Ghure
HR Manager

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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NeoSOFT® TECHNOLOGIES

ANNEXURE 'A'

Salary Details (A)	Entitlement Per Month (INR)	Entitlement Per Annum (INR)
Basic	15,500	186,000
House Rent Allowance	4,154	49,853
Conveyance	1,600	19,200
Total	**21,254**	**255,053**
Statutory Benefits (B) #		
Gratuity		8,947
Total Fixed Compensation (A) + (B)	**22,000**	**264,000**
Performance Bonus*		**36,000**
Total Cost To Company	**25,000**	**300,000**
Deductions (C)		
PT	200	2,400
Net Salary (Before Tax) (A)-(C)	**21,054**	**252,653**

Insurance Coverage	Annual Amount
Group Medical Coverage	200,000
Group Personal Accident	1,000,000

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Notes:

1. Next annual increment will be based on these performance ratings as follow:
   @ PR 3 - 5% on current CTC
   @ PR 4 - 10% on current CTC
   @ PR 5 - 15% on current CTC

2. For claiming tax benefits in case of admissible allowance, you will have to submit supporting documents to the Company's satisfaction and within the timeline stipulated by the Company. In case of any under-withholding you shall be responsible to pay the necessary tax and any interest/penalty thereon.

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

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

* Performance Bonus will be disbursed annually.

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

++ Employee's contribution towards PF and Employee's contribution towards ESIC will be made From monthly salary (if applicable).

++ For employees who are not covered under the PF Act and wish to opt for PF or in the event it becomes obligatory on the company to cover you under the Provident Fund Act or any other relevant acts or rules, as amended from time to time, the Provident Fund being paid to you will be adjusted against Special Allowance or Provident Fund contribution.

A. The following statutory elements are included in the compensation package stated above: (If applicable)

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

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

Training and Placement Cell

Swarnim Startup & Innovation University
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3. **ESIC** – As per compensation mentioned above if you are eligible for ESIC then, you will be covered under Employee's State Insurance Act wherein, the Company will contribute towards statutory rate. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.

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

1. **Group Medical Insurance** – In accordance with the Company policy you shall be covered under the Medical Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.

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

You are required to treat this letter and its contents as strictly confidential and should not disclose same to any person or entity without our written consent.

Regards,
Human Resource
For NeoSOFT Technologies

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

Training and Placement Cell

Patel Deep Sureshkumar **14th November 2021**

Appointment Letter

Dear Deep,

With reference to your Resume and subsequent interview you had with us, we are pleased to appoint you as a **"Trainee Software Engineer"** in our organisation on the following terms and conditions:

Date of Joining: You are expected to join duty on **6th January 2022.**

Joining Location: Ahmedabad

During your Training period for the first six months from the date of Joining, you will get stipend of 10,000 INR

Remuneration: Your Annual Total Employment Cost to the company after 6 months would be **Rs. 3,00,000/- Per Annum (Three Lacs Rupees Only).** This comprises of your salary and Performance Linked incentives and the details of which is been given in the **Annexure A** attached below.

Please note that the salary will be on the basis of lump sum and taxes applicable will be deducted from your salary every month.

You will execute an agreement of confirmed employment with us for a period of **30 months** including the period of probation executing a bond to that effect.

We welcome you to The **NeoSOFT** family and look forward to a fruitful collaboration.

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

Yours Sincerely,
For NeoSOFT Technologies
Rohan Ghure
HR Manager

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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NeoSOFT® TECHNOLOGIES

ANNEXURE 'A'

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Insurance Coverage	Annual Amount
Group Medical Coverage	200,000
Group Personal Accident	1,000,000

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

Notes:

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   @ PR 5 - 15% on current CTC

2. For claiming tax benefits in case of admissible allowance, you will have to submit supporting documents to the Company's satisfaction and within the timeline stipulated by the Company. In case of any under-withholding you shall be responsible to pay the necessary tax and any interest/penalty thereon.

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

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

3. **ESIC** – As per compensation mentioned above if you are eligible for ESIC then, you will be covered under Employee's State Insurance Act wherein, the Company will contribute towards statutory rate. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.

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

You are required to treat this letter and its contents as strictly confidential and should not disclose same to any person or entity without our written consent.

Regards,
Human Resource
For NeoSOFT Technologies

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

Training and Placement Cell

NeoSOFT® TECHNOLOGIES

Patel Divyakumar Nitinbhai **14th November 2021**

Appointment Letter

Dear Divyakumar,

With reference to your Resume and subsequent interview you had with us, we are pleased to appoint you as a **"Trainee Software Engineer"** in our organisation on the following terms and conditions:

Date of Joining: You are expected to join duty on **6th January 2022.**

Joining Location: Ahmedabad

During your Training period for the first six months from the date of Joining, you will get stipend of 10,000 INR

Remuneration: Your Annual Total Employment Cost to the company after 6 months would be **Rs. 3,00,000/- Per Annum (Three Lacs Rupees Only).** This comprises of your salary and Performance Linked incentives and the details of which is been given in the **Annexure A** attached below.

Please note that the salary will be on the basis of lump sum and taxes applicable will be deducted from your salary every month.

You will execute an agreement of confirmed employment with us for a period of **30 months** including the period of probation executing a bond to that effect.

We welcome you to The **NeoSOFT** family and look forward to a fruitful collaboration.

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

Yours Sincerely,
For NeoSOFT Technologies
Rohan Ghure
HR Manager

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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NeoSOFT® TECHNOLOGIES

ANNEXURE 'A'

Salary Details (A)	Entitlement Per Month (INR)	Entitlement Per Annum (INR)
Basic	15,500	186,000
House Rent Allowance	4,154	49,853
Conveyance	1,600	19,200
Total	**21,254**	**255,053**
Statutory Benefits (B) #		
Gratuity		8,947
Total Fixed Compensation (A) + (B)	**22,000**	**264,000**
Performance Bonus*		**36,000**
Total Cost To Company	**25,000**	**300,000**
Deductions (C)		
PT	200	2,400
Net Salary (Before Tax) (A)-(C)	**21,054**	**252,653**

Insurance Coverage	Annual Amount
Group Medical Coverage	200,000
Group Personal Accident	1,000,000

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Notes:

1. Next annual increment will be based on these performance ratings as follow:
   @ PR 3 - 5% on current CTC
   @ PR 4 - 10% on current CTC
   @ PR 5 - 15% on current CTC

2. For claiming tax benefits in case of admissible allowance, you will have to submit supporting documents to the Company's satisfaction and within the timeline stipulated by the Company. In case of any under-withholding you shall be responsible to pay the necessary tax and any interest/penalty thereon.

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

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

* Performance Bonus will be disbursed annually.

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

++ Employee's contribution towards PF and Employee's contribution towards ESIC will be made From monthly salary (if applicable).

++ For employees who are not covered under the PF Act and wish to opt for PF or in the event it becomes obligatory on the company to cover you under the Provident Fund Act or any other relevant acts or rules, as amended from time to time, the Provident Fund being paid to you will be adjusted against Special Allowance or Provident Fund contribution.

A. The following statutory elements are included in the compensation package stated above: (If applicable)

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

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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

3. **ESIC** – As per compensation mentioned above if you are eligible for ESIC then, you will be covered under Employee's State Insurance Act wherein, the Company will contribute towards statutory rate. Your contribution and Company's contribution have been included as a part of the above mentioned compensation.

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

1. **Group Medical Insurance** – In accordance with the Company policy you shall be covered under the Medical Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.

2. **Group Personal Accident Insurance** – In accordance with the Company policy you shall be covered under the Personal Accident Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.

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

You are required to treat this letter and its contents as strictly confidential and should not disclose same to any person or entity without our written consent.

Regards,
Human Resource
For NeoSOFT Technologies

Training and Placement Cell

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

Pothiwal Harmitkaur Charansingh **14th November 2021**

Appointment Letter

Dear Harmitkaur,

With reference to your Resume and subsequent interview you had with us, we are pleased to appoint you as a **"Trainee Software Engineer"** in our organisation on the following terms and conditions:

Date of Joining: You are expected to join duty on **6th January 2022.**

Joining Location: Ahmedabad

During your Training period for the first six months from the date of Joining, you will get stipend of 10,000 INR

Remuneration: Your Annual Total Employment Cost to the company after 6 months would be **Rs. 3,00,000/- Per Annum (Three Lacs Rupees Only).** This comprises of your salary and Performance Linked incentives and the details of which is been given in the **Annexure A** attached below.

Please note that the salary will be on the basis of lump sum and taxes applicable will be deducted from your salary every month.

You will execute an agreement of confirmed employment with us for a period of **30 months** including the period of probation executing a bond to that effect.

We welcome you to The **NeoSOFT** family and look forward to a fruitful collaboration.

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

Yours Sincerely,
For NeoSOFT Technologies
Rohan Ghure
HR Manager

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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NeoSOFT®
TECHNOLOGIES

ANNEXURE 'A'

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Training and Placement Cell

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

1. **Group Medical Insurance** – In accordance with the Company policy you shall be covered under the Medical Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.

2. **Group Personal Accident Insurance** – In accordance with the Company policy you shall be covered under the Personal Accident Insurance policy, which will be held by the Company. Your entitlement for the same is mentioned in the Annexure.

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

You are required to treat this letter and its contents as strictly confidential and should not disclose same to any person or entity without our written consent.

Regards,
Human Resource
For NeoSOFT Technologies

Training and Placement Cell

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

February 4, 2022

Dear Dodiya Sarthak Hiteshkumar

On behalf of Cerner Healthcare Solutions India Private Limited ("Cerner"), I am pleased to appoint 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 offering 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 offers 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 OF 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 February 27, 2022. This Invitation of Employment is contingent upon receipt of a satisfactory outcome of a background check and proceeds on the basis that information youprovided is accurate.

Please acknowledge and electronically accept this Invitation of Employment by February 21, 2022, after whichdate, 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

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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:_____
Dodiya Sarthak Hiteshkumar

Today's Date: _____





Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

12-2-2022

Dear Ishwar Modi

Ecolab is pleased to appoint you the position of **Trainee** starting on **01-06-2022**. 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.

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Development Center:

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Thanisandra Main Road, Bangalore,

Joining Bonus:

In case your appointment 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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Block-2, 6th Floor, Milestone Buildcon SEZ,
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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 AO date (01-04-2022). Failure to accept this within three working days will result in the AO being deemed void.

We look forward to you joining us at the earliest.

Thanking you,

Supriya Ambuga
Senior Director HR

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Development Center:

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Thanisandra Main Road, Bangalore,

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

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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

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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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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ENVISION
FINANCIAL SYSTEMS Purva Gainz, Survey No.9, Beratana Agrahara, Hosur Main Road, Hosa Road Junction, Bangalore – 560100. Tele : +91 (80) 41102260

01 Feb 2022

Patel Sharvik Mahendrakumar

Appointment Letter

Dear **Mr. Sharvik,**

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to appoint you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **Monday, 07 Feb 2022.**

2. Your Gross Annual Compensation package covering all benefits extended by the Company will be **Rs. 4,30,000**.

3. Please be advised that your acceptance of this 'Letter of Appointment' would signify that you agree to and accept all the terms and conditions of employment provided 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 AppointmentLetter 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,

Sundaram Hariharan
Director
Envision Financial Systems (I) Pvt Ltd

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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ENVISION
FINANCIAL SYSTEMS Purva Gainz, Survey No.9, Beratana Agrahara, Hosur Main Road, Hosa Road Junction, Bangalore – 560100. Tele : +91 (80) 41102260

01 Feb 2022

Shah Harsh Rajubhai

Appointment Letter

Dear **Mr. Harsh,**

1. On behalf of **Envision Financial Systems (India) Private Limited**, I am pleased to appoint you employment as **Associate Software Engineer**. You are requested to join at the earliest but not later than **Monday, 07 Feb 2022.**

2. Your Gross Annual Compensation package covering all benefits extended by the Company will be **Rs. 4,30,000**.

3. Please be advised that your acceptance of this 'Letter of Appointment' would signify that you agree to and accept all the terms and conditions of employment provided 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 AppointmentLetter 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,

Sundaram Hariharan
Director
Envision Financial Systems (I) Pvt Ltd

Training and Placement Cell

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TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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jaro education®

Appointment Letter

28th August, 2021

To,
Talpada Kolipatel Radhikaben Rajubhai

Dear Radhikaben,

This has reference to the interview and discussion we had with you. We are pleased to offer you a positionof "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**.

		(Amount in Rupees.)		
Particulars		**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_____

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Appointment Letter

28th August, 2021

To,

Thakkar Ronakkumar Vinodbhai

Dear Ronakkumar,

This has reference to the interview and discussion we had with you. We are pleased to offer you a positionof "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**.

		(Amount in Rupees.)		
Particulars		**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_____

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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30- 9- 2021

APPOINTMENT LETTER

Dear Thakkar Sachdev

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to AO you a position as **A3 – Software Trainee.** Our appointment 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.

SALARYCOMPONENTS	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

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Bhoyan Rathod, Gandhinagar

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

6. <u>Training Agreement</u>: 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 June 2022** . 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 AO 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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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/- permonth 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) Fuel Bills 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 Driver allowance: 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.

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APPOINTMENT LETTER

30 March 2022

Thakkar Tapasvi Jigar

Dear Thakkar Tapasvi Jigar

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to AO you a position as **A3 – Software Trainee.** Our appointment 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**	

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

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

6. <u>Training Agreement</u>: 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 June 2022** . 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 AO 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

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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/- permonth 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) Fuel Bills 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 Driver allowance: 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.

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VISIONET

March 30th, 2022

CHRISTIAN RONALD

Appointment Letter

Dear Christian Ronald

Congratulations! Subsequent to our discussions, we are pleased to offer you the position of "Junior Software Engineer" with Visionet Systems Pvt. Ltd. at our Bangalore office. Your date of joining shall be on or before June 2022

The detailed break-up or your compensation and the incentive structure is provided in the Annexure. The terms of the offer shall be included in the letter, which will be issued upon your joining the company.

Yow have been offered from the presumption that the particulars furnished in your application and resume are correct. In the event me said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand cancelled without any notice.

This offer will be valid subjectto successful clearance of your ere-emplovrnent background verification and reference checks. Your wsitten consent and requisite copies of documents are necessary to complete the pre-emplovment check. Vou are requested to complete the subrnlsslcn of requisite documents for the pre-employment background check within two business days from the date of acceptance of our offer of employment.

i. You have terminated or in tlie process of termination of youir employment with your previous/current employer (if any) in compliance with th err terms and conditions.

ii. There are no contractual obligations witih respect to your earlier contracts that would prevent you from delivering your responsibilities with the company or taking up this position with this company.
iii. The company iS more liable for any past dlues owed by vou due to the termination of any previous emplovment.
iv. You are not bll'ingirng in any Intellectual Property that you do not have sole owners.hip or.

General Provisions:

i. Amendment: This Letter may be amended! or modified only by writing signed by both the parties.
ii. Assignment: This Letter may be assigned by the Company to any successor to its business or operations. Your rights hereunder may not be transferred [by you except by will or by the laws *of* descent and distribution and except insofar as applicable law may otherwise require. Any purported assignment in violation of the preceoing sentence shall bevoid.
iii. Non-Disparagement: You will not disparage the Company or any of its affiliates, directors, officers, employees or other representatives in any manner and will in all respects avoid any negativecriticism of the Company.

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iv. Devote time: You agree todevote all of your business time and attention to the business and affairs of the Company and to discharging the responsibilities assigned to you. This shall not preclude you engaging in charitable activities and community affairs, and managing your personal affairs, so long as these activities do not interfere with the performance of your duties and responsibilities as the Company's bonafide employee.

v. Accountable for Social Conduct: If you comrnits any act or become involved in amy situation, er occurrence, which degrades you in society, or brings you into public disrepute, contempt, scandal orr ridicule, or which justifiably shocks, insults or offends the cornrnunttv, or whkh reflects ne.gatively upon you, tile Company, a sponsor or a licensee of the Company's stations, or if publicity is given to ariv such conduct, commission or involvement on tt!e part of vou, which occurred prior to the date of this Agreement, the Company shall have the right to revoke the Offer Letter immediately.

vi. Force Majeure: It during the period of issuing the Offer letter, due to labour disputes, government regulations, or because of tiie failure of broadcasting facifities due to war or other calamity, pandemic (collectively, "Force Majeure") the Company in good faiti, believes it is unable to utilize your services, the Com1Pany shall have the right to suspend the Offer Letter for the duration of such Force Majeure, or for any part thereof, and no compensation will be paid or accrue to you during any such period of suspension; provided that such suspension shal] end as soon as such Force Majeure terminates.

vii. Verification of Details: This offer is provisional to the verification of details furnished by you during the discussions and interviews held se far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offerletter, and/or subsequent employment status stand.s cancelled with immediate effect.

viii. Non-Disdosure: You agree to sign and be bound lby the terms of the Non-Disclosure, iNon Solicitation and Non-Competitio:n Agreement required to be signed lby vou during the term of your employment with the tomparnv and at all times thereafter. You also hereby agree to comply with the terms. of any polides of the Company relating to the protection *of* confidenrlal information from time to time. You are also requlred to strictly maintain as confidential and not divulge ctr communicate in any manner, any information regardingyour remuneration/terms of employment to any other em1Ployee of the Company except your immediate superior, Any disclosure of confidential information will be considereo serious misconduct ~nd breach of the terms of your employl'lient.

We look forward having you in our team and our mutual success.

vours sincerely,

Training and Placement Cell

Sentlilil Velmurugan K
Director, Human Res;.0l.m:es

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VISIONET

Annexure I: Compen$cltiolil Break-Up

Designation	Junior Software Engineer	
Particul'ars	Monthly (INR)	Annual (INR)
Fixed Components		
Bask Salary	6,SSl	78,607
House RentAllowance(HRA)	3,276	39,312
Special Allowance	4,150	49,799
Transport Allowance	2,400	28,:S.00
Company Contributions		
Provident Fund	*781*	9,444
ESIC Contribution	533	6,396
Gratuity	316	3,792
Medical Insurance Premium	750	9,000
ANNUAL TOTAL C-OSTTO THE COMPANY		2,25,150

Yours sincerely,

Senthil Velmurugan K
Director, Human Resources

Training and Placement Cell

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ECOLAB DIGITAL CENTER PRIVATE LTD
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Thanisandra Main Road, Bangalore,

12-2-2022

Dear Kotadiya Meet Dhirajlal

Ecolab is pleased to appoint you the position of **Trainee** starting on **01-06-2022**. 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.

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Joining Bonus:

In case your appointment 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.

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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 AO date (01-04-2022). Failure to accept this within three working days will result in the AO being deemed void.

We look forward to you joining us at the earliest.

Thanking you,

Supriya Ambuga
Senior Director HR

Training and Placement Cell

Bhoyan Rathod, Gandhinagar
Swarnim Startup & Innovation University

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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.

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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.

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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

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APPOINTMENT LETTER

Date: 23 July 2022

Dear **Vasoya Tulsi Jivanbhai** ,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as **Learning Designer**. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

This appointment is contingent upon a satisfactory reference report and submission of documents which are summarized below. Do email us copies of the same or bring them along on your first day at Simplilearn.

Documents required (Mandatory)

- Aadhaar Card
- PAN Card
- Copy of current employer's Appointment / Confirmation/ Appraisal Letter
- Copy of current employer's Relieving and Work Experience Letter
- Copy of last 3 months' Salary Slip / Certificate
- Passport Size Photograph (3 Nos)
- Copies of all Academic and Training Certificates

We look forward to having you onboard on or before **26 July 2022**. Do reach out to your recruitment coordinator **Aniket** on his email **aniket.manhar@simplilearn.com** for any questions or clarifications and be sure to visit **Simplilearn.com** to know more about your new company!

Yours Faithfully,

For Simplilearn Solutions Private Limited

Training and Placement Cell

Archana Kumari

Vice President- HR & Org Development

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

simplilearn

ANNEXURE I Cost To Company Breakup	
Name	Vasoya Tulsi Jivanbhai
Designation	Learning Designer
Grade	A1

Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
Interim/Stat Bonus	708	8500
Employer PF	1750	21000
Gratuity	702	8418
Gross CTC	29167	350000
Variable Pay		0
Total CTC		350000

*Variable pay (performance linked pay) is payable based on your performance against specific goals set by your business head.

Policy details are described in Annexure II

Following will be deducted from the Gross Salary as Employee Contribution
PF Employee Contribution (12% of Gross Salary Excluding HRA or INR 1800/- Per Month whichever is lower)
Income Tax (As per IT Act)
Professional Tax (As per Professional Tax Act slab)

Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

Training and Placement Cell

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

APPOINTMENT LETTER

Date: 23 July 2022

Dear **Patel Vidhi Nareshbhai** ,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as **Learning Designer**. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

This appointment is contingent upon a satisfactory reference report and submission of documents which are summarized below. Do email us copies of the same or bring them along on your first day at Simplilearn.

Documents required (Mandatory)

- Aadhaar Card
- PAN Card
- Copy of current employer's Appointment / Confirmation/ Appraisal Letter
- Copy of current employer's Relieving and Work Experience Letter
- Copy of last 3 months' Salary Slip / Certificate
- Passport Size Photograph (3 Nos)
- Copies of all Academic and Training Certificates

We look forward to having you onboard on or before **26 July 2022**. Do reach out to your recruitment coordinator **Aniket** on his email **aniket.manhar@simplilearn.com** for any questions or clarifications and be sure to visit **Simplilearn.com** to know more about your new company!

Yours Faithfully,

For Simplilearn Solutions Private Limited



Archana Kumari

Vice President- HR & Org Development

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

Ragin Ravindrabhai Shah

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DN: c=IN, o=Personal, title=4505, pseudonym=32aef90b1145426e50b44, postalCode=380015, st=Gujarat, serialNumber=0f266a2fa7730f9ae82dc5aebe10f5cf21663c41f41552ca565cb67, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

ANNEXURE I Cost To Company Breakup	
Name	Patel Vidhi Nareshbhai
Designation	Learning Designer
Grade	A1

Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
Interim/Stat Bonus	708	8500
Employer PF	1750	21000
Gratuity	702	8418
Gross CTC	29167	350000
Variable Pay		0
Total CTC		350000

*Variable pay (performance linked pay) is payable based on your performance against specific goals set by your business head.

Policy details are described in Annexure II

Following will be deducted from the Gross Salary as Employee Contribution

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Income Tax (As per IT Act)

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Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

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Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

CrimsonLogic
Solutions. Simplified.
A member of the PSA Group

Appointment Letter

December 15, 2021

Prajapati Viralkumar Maheshbhai

Dear Viralkumar

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you have to bring on the day of joining.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

FOR CRIMSONLOGIC INDIA PVT LTD

Sunitha Rao M

Sunitha Rao M
Senior Manager Human Resource

I hereby accept the offer and will be joining by _____

Signature: Name:

Date:

Training and Placement Cell

CrimsonLogic India Pvt. Ltd.
Unit No 601, 6th Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru - 560103
Tel:+91 80 6770 9500
Headquarters: 35, The Crimson, Science Park Road, Singapore I 176I I Tel (65) 6887 7888 Fax (65) 6778 5277
Website: www.crimsonlogic.com, Email: India@crimsonlogic.com
(CIN: U72200KA2001PTC028649)

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Bhoyan Rathod Gandhinagar
Swarnim Startup & Innovation University
Ragin Ravindrabhai Shah

CrimsonLogic
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A member of the PSA Group

Appendix: I

Salary Per annum	500,000.00
Monthly Salary	41,667.00
Basic	12,500.00
House Rent Allowance	5,000.00
Co's Contri to PF	1,500.00
FBP	
There are quite a few options where you can save your tax and will be explained to you once you join us	
Personal Pay	22,667.00
(Balancing Figure)	
TOTAL GROSS PAY	40,167.00
DEDUCTIONS	
Employees PF	1,500.00
Professional Tax	200.00
TDS(depends on Individual)	
TOTAL DEDUCTIONS	1,700.00
NET PAY	38,467.00

Training and Placement Cell

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Ragin Ravindrabhai Shah

Appendix: II

Checklist of Documents

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2. 12th Mark Sheet
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4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

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Ragin Ravindrabhai Shah

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Appointment Letter

December 15, 2021

Sarabuwala Sufiyan Maksudbhai

Dear Sufiyan

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

FOR CRIMSONLOGIC INDIA PVT LTD

Sunitha Rao M

Sunitha Rao M
Senior Manager Human Resource

I hereby accept the offer and will be joining by _____

Signature: Name:

Date:

Training and Placement Cell

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Ragin Ravindrabhai Shah

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Professional Tax	200.00
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Startup & Innovation Friendly Bhavan Rahod Gandhinagar

Ragin Ravindrab hai Shah

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(CIN: U72200KA2001PTC028649)

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Appointment Letter

December 15, 2021

Savaliya Rishika Ashokbhai

Dear Rishika

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

FOR CRIMSONLOGIC INDIA PVT LTD

Sunitha Rao M

Sunitha Rao M
Senior Manager Human Resource

I hereby accept the offer and will be joining by _____

Signature: Name:

Date:

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

Digitally signed by Bhavin Ramanbhai Shah
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Co's Contri to PF	1,500.00
FBP	
There are quite a few options where you can save your tax and will be explained to you once you join us	
Personal Pay	22,667.00
(Balancing Figure)	
TOTAL GROSS PAY	40,167.00
DEDUCTIONS	
Employees PF	1,500.00
Professional Tax	200.00
TDS(depends on Individual)	
TOTAL DEDUCTIONS	1,700.00
NET PAY	38,467.00

Training and Placement Cell

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Please bring only the Xerox of all the above documents.

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CrimsonLogic
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A member of the PSA Group

Appointment Letter

December 15, 2021

Abhishek Shah

Dear Abhishek

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

FOR CRIMSONLOGIC INDIA PVT LTD

Sunitha Rao M

Sunitha Rao M
Senior Manager Human Resource

I hereby accept the offer and will be joining by _____

Signature: Name:

Date:

Training and Placement Cell

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DEDUCTIONS	
Employees PF	1,500.00
Professional Tax	200.00
TDS(depends on Individual)	
TOTAL DEDUCTIONS	1,700.00
NET PAY	38,467.00

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Ragin Ravindrabhai Shah

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Ragin Ravindrabhai Shah

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Appointment Letter

December 15, 2021

Shah Dhruvi Sujalbhai

Dear Dhruvi

We are pleased to offer you an employment as **"Graduate Associate"** at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

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Yours sincerely,

FOR CRIMSONLOGIC INDIA PVT LTD

Sunitha Rao M

Sunitha Rao M
Senior Manager Human Resource

I hereby accept the offer and will be joining by _____

Signature: Name:

Date:

Training and Placement Cell

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Bhoyan Rathod Gandhinagar Swarnim Startup & Innovation University

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Headquarters: 51, The Crimson, Science Park Road, Singapore I l76l I Tel (65) 6887 7888 Fax (65) 6778 5277
Website: www.crimsonlogic.com, Email: India@crimsonlogic.com
(CIN: U72200KA2001PTC028649)

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

February 4, 2022

Dear Brijrajsinh Yogendrasinh Solanki

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 February 27, 2022. This Invitation of Employment is contingent upon receipt of a satisfactory outcome of a background check and precedes on the basis that information youprovided is accurate.

Please acknowledge and electronically accept this Invitation of Employment by February 21, 2022, after which date, this AO will expire. If you need more time to consider your options, simply let us know, andwe can decide upon a mutually acceptable date within which you could confirm your acceptance of this

Training and Placement Cell

Bhoyan Rathod, Gandhinagar Swarnim Startup & Innovation University

Ragin Ravindrabhai Shah

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:_____
Brijrajsinh Yogendrasinh Solanki

Today's Date: _____

Training and Placement Cell

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

February 4, 2022

Dear Kazi Mohammed Mushaab Mohammed Yakub

On behalf of Cerner Healthcare Solutions India Private Limited ("Cerner"), I am pleased to share youthe 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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Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Sincerely,



Mohit Sadarangani
Senior Recruiter

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Signature:_____
Kazi Mohammed Mushaab Mohammed Yakub

Date: _____





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

February 4, 2022

Dear Patel Romikumar Kirankumar

On behalf of Cerner Healthcare Solutions India Private Limited ("Cerner"), I am pleased to share youthe 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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Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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 Romikumar Kirankumar

Date: _____

Training and Placement Cell

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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

ENVISION
FINANCIAL SYSTEMS Purva Gainz, Survey No.9, Beratana Agrahara, Hosur Main Road, Hosa Road Junction, Bangalore – 560100. Tele : +91 (80) 41102260

Date: 07/Feb/2022

Sharma Neha Kishanbhai

APPOINTMENT LETTER

Dear Neha,

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 **Monday, 04July 2022.**

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,

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

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai 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 bedone 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.

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Ragin Ravindrabhai Shah

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.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Appendix 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 bythe employee.	
2	Degree Certificate: You are requested to produce the final degreecertificates of your Diploma / Bachelor's Degree / Master's Degree / others.	
3	Mark Sheets: Mark sheets of all semesters must be provided. In case ofmultiple attempts the mark sheets of all attempts must be provided.	
4	Salary Proof: Copy of Latest Salary Slip/Salary Certificate/AppointmentLetter (In that order)	
5	Experience Certificate: Please submit an experience letter from yourformer employer indicating: • The total years of experience • Name and duration of the project • Brief description of the project • You role in the project	
6	Relieving Letter: Please submit a relieving letter from your formeremployer	
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 theemployee after verification.

2. Initial stay arrangement: Company arranges up to 7 days stay in a guest house for the outstationcandidates.

3. Relocation policy: AC 2-tier train fare for self by shortest route from current location toBangalore

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 guideyou further.

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Ragin Ravindrabhai Shah

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 monthsof 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 routeinformation 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 delicateblossoms 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.bangalorenet.com/index.asp

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ENVISION
FINANCIAL SYSTEMS Purva Gainz, Survey No.9, Beratana Agrahara, Hosur Main Road, Hosa Road Junction, Bangalore – 560100. Tele : +91 (80) 41102260

Date: 07/Feb/2022

Varma Kriti Rajeshbhai

APPOINTMENT LETTER

Dear Kriti,

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 **Monday, 04July 2022.**

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,

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

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai 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

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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.

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Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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.

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

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   c. Please report to the Front Desk Executive at 9:30 AM on the day of joining who will guideyou further.

Training and Placement Cell

Ragin Ravindrabhai Shah

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6. Finding an accommodation:

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Training and Placement Cell

Swarnim Startup & Innovation University
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ENVISION
FINANCIAL SYSTEMS Purva Gainz, Survey No.9, Beratana Agrahara, Hosur Main Road, Hosa Road Junction, Bangalore – 560100. Tele : +91 (80) 41102260

Date: 07/Feb/2022

Patel Haritakumari Sureshkumar.

APPOINTMENT LETTER

Dear Haritakumari,

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 **Monday, 04July 2022.**

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,

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

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai 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 bedone 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.

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Date: 07/Feb/2022

Panchal Heta Nikunjkumar

APPOINTMENT LETTER

Dear Heta,

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 **Monday, 04July 2022.**

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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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10. Climate/Culture: Bangalore is the capital of Karnataka. It is called the Garden City for its delicateblossoms 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.bangalorenet.com/index.asp

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

12-2-2022

Dear Patel Bhavesh Rameshbhai,

Ecolab is pleased to offer you the position of **Trainee** starting on **01-06-2022**. 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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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.

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Development Center:

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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 offer letter will not be changed unless they are communicated to you in writing by authorized signatories.

This official offer 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

Offer Accepted: Date:_____

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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Development Center:

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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.

Note:

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Development Center:

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1. There will be statutory deduction like Income-tax, Profession tax etc. from the above Gross salary indicated.

2. 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.

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Development Center:

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Block-2, 6th Floor, Milestone Buildcon SEZ,
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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

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Bhoyan Rathod, Gandhinagar

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Development Center:

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Thanisandra Main Road, Bangalore,

12-2-2022

Dear Patel Prince Ashwinbhai,

Ecolab is pleased to offer you the position of **Trainee** starting on **01-06-2022**. 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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Development Center:

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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.

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Training and Placement Cell

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Development Center:

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We look forward to you joining us at the earliest.

Thanking you,

Supriya Ambuga
Senior Director HR

Offer Accepted:

Date:_____

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Development Center:

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Salary Annexure

A: Salary Benefits:		
Components:	**Annual Salary**	**Monthly Salary**
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Note:

Training and Placement Cell

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1. There will be statutory deduction like Income-tax, Profession tax etc. from the above Gross salary indicated.

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Benefits	**Frequency of Payment/ Claim**
1. **Group Medical Insurance**	
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2. **Group Life Insurance**	
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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.

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Development Center:

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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)
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Training and Placement Cell

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Development Center:

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Thanisandra Main Road, Bangalore,

12-2-2022

Dear Patel Krushilkumar Gaurangbhai,

Ecolab is pleased to offer you the position of **Trainee** starting on **01-06-2022**. 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).

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Development Center:

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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.

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Ragin Ravindrabhai Shah

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

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 offer letter will not be changed unless they are communicated to you in writing by authorized signatories.

This official offer 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

Offer Accepted: Date:_____

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

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.

Note:

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Development Center:

ECOLAB DIGITAL CENTER PRIVATE LTD
Block-2, 6th Floor, Milestone Buildcon SEZ,
Thanisandra Main Road, Bangalore,

1. There will be statutory deduction like Income-tax, Profession tax etc. from the above Gross salary indicated.

2. 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

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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Appointment Letter

Name: Tarun Ramina
Swarrnim Startup & Innovation University

Dear Tarun Ramina,

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 **Tuesday 28.07.2022**

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
www.joulestowatts.com
CIN - U74900KA2014PTC076748

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

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:

JoulestoWatts Business Solutions Pvt. Ltd
SJR I Park,Tower 4 Ground floor, Opposite to SatyaSai 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

JoulestoWatts Business Solutions Private Limited
3rd Floor, Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103
www.joulestowatts.com
CIN : U74900KA2014PTC076748

Ragin Ravindrabhai Shah

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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 serviceswith "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

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Ragin Ravindrabhai Shah

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: **28.07.2022**

Training and Placement Cell

Ragin Ravindrabhai Shah

Appointment Letter

Name: Shaury Patel
Swarrnim Startup & Innovation University

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**.

Dear Shaury Patel

On the first day of the employment, please report to:
Your joining date will be **Tuesday 28.07.2022**
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
www.joulestowatts.com
CIN - U74900KA2014PTC076748

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Ragin Ravindrabhai Shah

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:

JoulestoWatts Business Solutions Pvt. Ltd
SJR I Park,Tower 4 Ground floor, Opposite to SatyaSai 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

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

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 serviceswith "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

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Ragin Ravindrabhai Shah

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: **28.07.2022**

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Appointment Letter

Name: Tadhani Sagar Sureshbhai
Swarrnim Startup & Innovation University

Dear Tadhani Sagar Sureshbhai,

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 **Tuesday 28.07.2022**

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

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

JoulestoWatts Business Solutions Private Limited
3rd Floor, Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103
www.joulestowatts.com
CIN - U74900KA2014PTC076748

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

Ragin Ravindrabhai Shah

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:

JoulestoWatts Business Solutions Pvt. Ltd
SJR I Park,Tower 4 Ground floor, Opposite to SatyaSai 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

Ragin Ravindrab hai Shah

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 serviceswith "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

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Ragin Ravindrabhai Shah

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: **28.07.2022**

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

19/ May/2022

Mr. Thummar Harsh Ashokbhai

Subject: Appointment for post of Graduate Engineer Trainee – Qualitty.

Dear Mr. Harsh,

We are pleased to offer 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 19/June/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.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar
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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 months' 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 months' 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.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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10. 4 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

11. 1 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 andwhich 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.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

Breach of the conditions of this clause will render you liable to summarydismissal under clause above in addition to any other remedy the Company may have against you in law.

12. 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.

13. 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 clients premises on contract. Thisin no way guarantees any permanent role at our clients organization.

14. 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.

15. Acceptance of our AO

Please confirm your acceptance of this Contract of Employment 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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Bangalore Strategic Solutions Pvt. Ltd

Schedule I - Compensation Details

Name of the Employee: Mr. Thummar Harsh

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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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LIFE GOALS. **DONE.**

BAJAJ | Allianz

Strictly Personal & Confidential

Name: Patel Hiren Kumar
Date: 20th Nov 2021
Location: Swarrnim Startup & Innovation University

Subject: Appointment Letter

Dear *Hiren Patel*, with reference to our recent discussion and meeting, we are pleased to offer you the position of Senior Relationship Manager in Grade L1B at Bajaj Allianz Life Insurance Co. Ltd. ("BALIC"). Please note that the location will be mentioned at the time of actual appointment/joining. Your CTC will be Rs. 3,50,000/- (Rupees Three Lakh fifty thousand Only) which also includes the company's contributions towards Provident Fund and Gratuity. Also enclosed with the appointment letter is the annexure conveying the other benefits and terms that are normally made available to the employee.

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately.

The appointment of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BAJAJ Allianz Life as being suppressed by you.

Please keep the below documents ready before your Date of Joining. These documents need to be submitted to Bajaj Allianz Life Insurance Company on/before the date communicated to you.

- Copy of certificate & Mark sheets – Highest Qualification.
- Copy of relieving letters of last to last company (if applicable).
- Copy of resignation acceptance / relieving letter of current company.
- Copy of Aadhaar Card.
- Copy of PAN Card.
- Softcopy of a passport size photograph.

Thanks again for your interest in being employed with BAJAJ Allianz Life Insurance and we look forward to you joining our organization at the earliest.

Thanking you,
For Bajaj Allianz Life Insurance Company Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Bajaj Allianz Life Insurance Company Limited
Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel (+91 20) 66026777 | Fax (+91 20) 66026789
Toll Free No : 1800 209 7272 | E-mail : customercare@bajajallianz.co.in | Website : www.bajajallianzlife.com

Other Benefits:

1. **Group Term Life Insurance:** You will be covered by a life insurance cover, for a sum assured equivalent to 60 of your monthly fixed basic salary. This cover remains only as long as you remain in the service of the Company, subject to the minimum limit of INR 10 lakhs. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would beentitled to an additional death benefit.

2. **Group Personal Accident:** Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The Capital Sum Insured (CSI) is INR 5 lakhs. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.

3. You will be covered under the company group med claim policy. The company shall subsidize the annual premium to a limit of INR. 5,000 per annum. The balance amount, if any, shall be borne by you and recovered from your salary.

4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.

5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because ofchanges in statues. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not beliable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of theCompany [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company**.**

Training and Placement Cell

Bhoyan Rathod, Gandhinagar Startup & Innovation University

Ragin Ravindrabhai Shah

CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

10th-Dec-2021

Rami Jaivik Dineshbhai

Dear Rami Jaivik Dineshbhai

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

We're just a few formalities away from get 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 17th August 2022.

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 22nd Jan 2022.

Sincerely,

(Sign here for letters sent by mail)

Raman Sharma
HR Manager

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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

19/ May/2022

Mr. Patel Nisargkumar Manojbhai

Subject: Appointment for post of Graduate Engineer Trainee – Qualitty.

Dear Mr. Nisargkumar,

We are pleased to offer 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 19/June/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.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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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 months' 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 months' 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.

Bhoyan Rathod, Gandhinagar
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Training and Placement Cell

10. 4 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

11. 1 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 andwhich 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.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Breach of the conditions of this clause will render you liable to summarydismissal under clause above in addition to any other remedy the Company may have against you in law.

12. 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.

13. 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 clients premises on contract. Thisin no way guarantees any permanent role at our clients organization.

14. 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.

15. Acceptance of our AO

Please confirm your acceptance of this Contract of Employment 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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Bangalore Strategic Solutions Pvt. Ltd

Schedule I - Compensation Details

Name of the Employee: Mr. Thummar Harsh

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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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11/April/2022
Bangalore

To,
Mehta Raj Shailesh

Sub: Appointment Letter.

Dear Mehta Raj Shailesh

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 B.Tech degree. *Your Cost to Company (CTC) will be 3 Lac per annum*. Detail breakup of the CTC will be provided in the appointment letter asper the company policy.

Confirmation of employment with Dhatu Online Solutions Pvt. Ltd is subjected to your joining on 1st July 2022 & 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

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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 - PANCard
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

Ragin Ravindrabhai Shah

KHODIYAR
Infotech

26th November, 2022

To,
Mr. Amrit Raj Singh
Location: Ahmedabad

Sub: Offer Letter

Dear Amrit Raj Singh,

This has reference to your CV and your interview. We are pleased to offer you a position of **"Inside Sales Executive"** in our organization. You are requested to join us as soon as possible last by 28th November, 2022.

We will issue an Appointment Letter at the time of your joining the organization.

In 3 working day, you are requested to bring following documents for Appointment letter Procedure and Confirm Your Position in our Organization.

Your total remuneration package p/m shall be 18,000/- per month.

We look forward to welcoming you on board.

For,
Khodiyar InfoTech

KHODIYAR INFOTECH AHMEDABAD

Harsh Joshi
Human Resource Department

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod Gandhinagar
Ragin Ravindra Shah
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ECO GREEN FUELS

APPOINTMENT LETTER

Dear Gadhavi Dharmikdan Bhupatsinh,

Date: 22nd July 2022

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 2022.
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 2022 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
sd/-
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

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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ECO GREEN FUELS

APPOINTMENT LETTER

Dear Gadhiya Jay Dineshbhai,

Date: 22nd July 2022

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 2022.
Details of the terms of your offer are as under:

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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
sd/-
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

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

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ECO GREEN FUELS

APPOINTMENT LETTER

Dear Kshatriya Surajsinh Pramodsinh,

Date: 22nd July 2022

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 2022.
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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.

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With my very warm regards
sd/-
Julesh Bantia
Founder & CEO
Eco Green Fuels Pvt. ltd.
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Date: 2024.10.10 10:45:46 +05'30'

ECO GREEN FUELS

APPOINTMENT LETTER

Dear Patel Manav Bhaveshkumar,

Date: 22nd July 2022

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 2022.
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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
sd/-
Julesh Bantia
Founder & CEO
Eco Green Fuels Pvt. ltd.
Cell : +91 9886082899

Training and Placement Cell

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Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Appointment Letter

Date: 6th April 2022

Dear Thakkar Khushi Samirkumar

We are pleased to appoint you the full-time position of Sales Executive Trainee at JollyHires Inc. Your tentative date of joining will be 7th April 2022, contingent upon the successful completion of background verification.

Your annual CTC will be INR 3.0 LPA and will be paid on a monthly basis, subject to applicable taxes. A breakup of the CTC will be provided during Orientation on your first day of joining.

For the first 8 weeks, you will be going through professional training and after successful completion of the training program, you will be eligible to enter the Sales Incentive Program as a Sales Executive.

This AO is valid until EOD April 7th, 2022. Please confirm your acceptance of this AO emailing your acknowledgement prior to such date. If you do not confirm your acceptance, we have the right to withdraw the AO.

Please note that this appointment letter does not constitute a contract of employment and you shall receive your contract of employment upon joining.

We look forward to having you on our team. If you have any questions, please feel free to reach out to us.

Sincerely,
Aakanksha Neliwar

JollyHires Inc.
Team Human Resource
hr@jollyhires.com
Mobile: +91 6357412771
www.jollyhires.com

Training and Placement Cell

Ragin Ravindrabhai Shah

Address: Shivalik Shilp, 1302, 13th floor ISCON Circle, Sarkhej - Gandhinagar Hwy, Ahmedabad, Gujarat 380015
Phone: 074348 53009

SPR
Human Capital Solutions

APPOINTMENT LETTER

Date: 17/03/2022

Prajapati Ajaykumar
Swarrnim Startup & Innovation University Gandhinagar.

Dear Prajapati Ajaykumar

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

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

Code of Conduct:

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

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

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

Termination:

a) Probation period will be 3 months, during this period if company feels unsatisfactory with your work and behavior. Company reserves the right to terminate without prior notice.

b) Your services are liable to be terminated, if you are medically unfit to carry out your duties.

c) The Company reserves the right to relieve you from your services in case of business slowdown or if the company decides to downsize work force due to unforeseen circumstances.

d) You fail to abide to instructions from your superiors, unauthorized absence, disloyalty, misconduct, non-performance and if any disciplinary action is taken against you.

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

SPR
Human Capital Solutions

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

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

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

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

Yours sincerely,

M.Jyoshna
Human Resources

Declaration

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

Training and Placement Cell

Agreed and Accepted:

Signature Date

Ragin Ravindrabhai Shah

SPR
Human Capital Solutions

APPOINTMENT LETTER

Date: 17/03/2022

Prajapati Yakinkumar Jayantibhai
Swarrnim Startup & Innovation University Gandhinagar.

Dear Prajapati Yakinkumar

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

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

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

Termination:

a) Probation period will be 3 months, during this period if company feels unsatisfactory with your work and behavior. Company reserves the right to terminate without prior notice.

b) Your services are liable to be terminated, if you are medically unfit to carry out your duties.

c) The Company reserves the right to relieve you from your services in case of business slowdown or if the company decides to downsize work force due to unforeseen circumstances.

d) You fail to abide to instructions from your superiors, unauthorized absence, disloyalty, misconduct, non-performance and if any disciplinary action is taken against you.

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

SPR
Human Capital Solutions

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

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

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

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

Yours sincerely,

M.Jyoshna
Human Resources

Declaration

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

Training and Placement Cell

Agreed and Accepted:

Signature Date

Ragin Ravindrabhai Shah

Appointment Letter

Date: 6th April 2022

Dear Shrimali Dhruvikaben Pradipkumar

We are pleased to appoint you the full-time position of Sales Executive Trainee at JollyHires Inc. Your tentative date of joining will be 7th April 2022, contingent upon the successful completion of background verification.

Your annual CTC will be INR 3.0 LPA and will be paid on a monthly basis, subject to applicable taxes. A breakup of the CTC will be provided during Orientation on your first day of joining.

For the first 8 weeks, you will be going through professional training and after successful completion of the training program, you will be eligible to enter the Sales Incentive Program as a Sales Executive.

This AO is valid until EOD April 7th, 2022. Please confirm your acceptance of this AO emailing your acknowledgement prior to such date. If you do not confirm your acceptance, we have the right to withdraw the AO.

Please note that this appointment letter does not constitute a contract of employment and you shall receive your contract of employment upon joining.

We look forward to having you on our team. If you have any questions, please feel free to reach out to us.

Sincerely,
Aakanksha Neliwar

JollyHires Inc.
Team Human Resource
hr@jollyhires.com
Mobile: +91 6357412771
www.jollyhires.com

Training and Placement Cell

Ragin Ravindrabhai Shah

ACE Industrial Packaging

Manufacturer's of Export Quality Wooden Pallets & Boxes
Heat Treatment Plant Approvedby Govt. oflndia as per ISPM-15

ACE

March 21, 2022

Mr, Solanki Vigneshkumar

Dear Vignesh,

Subject: Appointment Letter

Following our discussions, we are pleased to offer you the position of **Production Executive.**

Your monthly emoluments will be Rs. 10,000/- for first 6 months (during your training period), from the date of joining & will be further increased to Rs. 18,000/- from 7th month onwards.

A formal contract with terms of service will be signed post your joining. We would appreciate confirmation of your acceptance to this offer by signing this letter and sending us a copy of it, not later than 23rd March 2022

We expect you to assume your duties at below mentioned address on or before 26th March 2022.

The industry is filled with existing challenges and we look forward to the opportunity of working with you and establish a well-designed system & process.

For ACE INDUSTRIAL PACKAGING

Narayana Swamy T V

Signed & Accepted:

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Sayaji Industries Limited
Unit Maize Products

November 29, 2023

To,
Mr. Gaurav K. Solanki
24, Chhatrapati Nagar Soc.,
Opp. Umiya Nagar Soc.,
Ranip, Ahmedabad

Dear Mr. Gaurav,

With reference to your application and subsequent interview you had with us, we are pleased to offer you a position as a **"Process Engineer"** in our organization. Also you would be getting **Rs. 2.88 Lacs P.A. as CTC.** A detailed appointment letter will be issued to you after joining your duties.

You shall join your duties on or before **10th December 2023.**

Kindly send your acceptance letter along with acknowledged copy of your resignation letter from your present organization.

Thanking you.

For, SAYAJI INDUSTRIES LIMITED
"Unit Maize Products"

B. Anoopkumar Nair
Vice President (H.R. & Factory Manager)

Training and Placement Cell

Received & Accepted

(Gaurav K. Solanki)

Regd. Office & Works:
Chhatrapati Nagar, Post Office: Maize Products, Ranip
Ahmedabad-382 480, Gujarat, India
T: +91-79-22908881-85, 22901587-89
E: maize@sayaji.com
W: www.maizeproducts.com

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

To,

Makwana NikunjKumar Dineshbhai

11/April/2022

Bangalore

Sub: **Appointment Letter.**

Dear **Makwana NikunjKumar Dineshbhai,**

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 `f3 Lac per annum.*** Detailbreakup of the CTC will be provided in the appointment letter as per the company policy.

Confirmation of employment with Dhatu Online Solutions Pvt. Ltd is subjected to your joining on **1st July 2022** & 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

Bhoyan Rathod, Gandhinagar Startup & Innovation University

Ragin Ravindrabhai Shah

Annexure-1

Students are requested to bring the following documents in original, along with two photocopies of each.

Required documents:

1 - All Educational Certi cates with mark sheets
2 - Provisional mark sheet/ certi cate (if not graduated)
3 - Aadhar Card
4 - PANCard
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 con dential 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

Ragin Ravindrabhai Shah

11/April/2022

Bangalore

To,

Patel Ruchitkumar Pankajbhai

Sub: **Appointment Letter.**

Dear **Patel Ruchitkumar Pankajbhai ,**

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 `f3 Lac per annum.*** Detailbreakup of the CTC will be provided in the appointment letter as per the company policy.

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Training and Placement Cell

Bhoyan Rathod, Gandhinagar Startup & Innovation University

Ragin Ravindrabhai Shah

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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

Ragin Ravindrabhai Shah

To,

Himal Dhaulakoti

11/April/2022

Bangalore

Sub: **Appointment Letter.**

Dear **Himal Dhaulakoti,**

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 `f3 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 July 2022** & 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

Bhoyan Rathod, Gandhinagar Startup & Innovation University

Ragin Ravindrabhai Shah

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8 - Aadhar Card of parents
9 - Post card sized photo of the student with parents

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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

Ragin Ravindrabhai Shah

CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

10th-Dec-2021

Ratlamwala Mohammed Abbas

Dear Ratlamwala Mohammed Abbas,

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

We're just a few formalities away from get 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 17th August 2022.

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 22nd Jan 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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=022ef9bb114542e5bb44c51aee1d1fce, 2.5.4.20=f2d4874d45a02b7bd89e3beef6e3b5e9f1408942de4f9537c58aeeb40e7991483, postalCode=380015, st=Gujarat, serialNumber=0f260a2fa7730fdae82dc7aebe10ffcf7163c4734152ca965cbd74076668d4d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

10th-Dec-2021

Vadher Ankit Bharatbhai

Dear Vadher Ankit Bharatbhai,

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

We're just a few formalities away from get 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 17th August 2022.

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 22nd Jan 2022.

Sincerely,

(Sign here for letters sent by mail)

Training and Placement Cell

Raman Sharma
HR Manager

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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=022ef9bb114542e5bb44c51aee1d1fce, 2.5.4.20=f2d4874d45a02b7fe889e3beeafb363e9f1408942de4f9537c58eeb40e7991483, postalCode=380015, st=Gujarat, serialNumber=0f260a2fa773094ae82dc7aeae10ffcf7163c41741552ca965cbd74078666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVETIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 23-September-2021

Name Of the Candidate: Chaudhari Jayeshkumar Keshar

Name of College : Swarrnim Sartup & Innovation Unversity

Location : Gujarat

Subject: Job Appointment Letter for the post of Site Engineer-Civil

Dear Chaudhari Jayeshkumar Keshar

With reference to your application and the interview you had with us on 23-September-2021, we are pleased to appoint 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 11th -February-2022. Kindly

submit the following at the time of joining:

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

You shall submit to us the above mentioned documents on Joining date on 10th-September-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our appointment 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 af ter one month.
During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

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

Training and Placement Cell

Ragin Ravindrabhai Shah

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

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

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

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

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

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

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

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

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

Yours Faithfully,

Jasmeet Sharma

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

Bhoyan Ratnod, Gandhinagar
Ragin Ravindrabhai Shah
Training and Placement Cell

VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVETIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 23-September-2021

Name Of the Candidate: Desai Manav Shaileshbhai

Name of College : Swarrnim Sartup & Innovation Unversity

Location : Gujarat

Subject: Job Appointment Letter for the post of Site Engineer-Civil

Dear Desai Manav Shaileshbhai

With reference to your application and the interview you had with us on 23-Septemebr-2021, we are pleased to appoint 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 11th -February-2022. Kindly

submit the following at the time of joining:

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

You shall submit to us the above mentioned documents on Joining date on 10th-September-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our appointment 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 af ter one month.
During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

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

Training and Placement Cell

Ragin Ravindrabhai Shah

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

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

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

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

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

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

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

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

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

Yours Faithfully,

Jasmeet Sharma

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

Training and Placement Cell

VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVETIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 23-September-2021

Name Of the Candidate: Saiyed M. Hanzala

Name of College : Swarrnim Sartup & Innovation Unversity

Location : Gujarat

Subject: Job Appointment Letter for the post of Site Engineer-Civil

Dear Saiyed M. Hanzala

With reference to your application and the interview you had with us on 23-September-2021, we are pleased to appoint 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 11th -February-2022. Kindly

submit the following at the time of joining:

a) 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.

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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

Ragin Ravindrabhai Shah

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

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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 offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

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

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

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

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

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

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

Yours Faithfully,

Jasmeet Sharma

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

Ragin Ravindrabhai Shah
Training and Placement Cell

COMPASS GLOBAL SERVICES INDIA PVT. LTD.

COMPASS
LOGISTICS INTERNATIONAL

Date: 3rd January 2022

To: Parmar Nihal Girishbhai

Re: Appointment Letter

Dear Parmar Nihal Girishbhai

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 **5th May 2022.**

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 AhmedShaik - 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	2 5 0 00
Monthly Total	
Monthly Earninq 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 AO.

Sincerely,

Sliamshuddin Ali,

Ragin Ravindrabhai Shah
(General Manager)

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Bhoyan Rathod, Gandhinagar
Swarnim Startup & Innovation University

Compass Logistics International AG
3844Corporate Office: Dubai - UAE
3845

c/o CLI International LLC
P.O. Box 42558

Tel: +971 4 299
Fax: +971 4 299

Training and Placement Cell

Private & Confidential

Dated : 23rd April, 2022

Mr. Patel Jasmin Dipakbhai

Appointment Letter

We are pleased to appoint 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.

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

Training and Placement Cell

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

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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inspirage®

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's 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 appointment 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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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 AO, 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.

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 thatmay 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 itmay 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.

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 **03rd May 2022** or earlier.

Signature: Date:

Training and Placement Cell

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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Ragin Ravindrabhai Shah

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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

bonus payout recommendation by the manager. Employee shall be eligible to receive a yearly bonus, based upon the Employee satisfactorily reaching various performance targets set in the KRA by the manager and other organizational criteria that are established for each calendar year in question. Employee shall only be eligible for such a bonus if he is employed on the last day of the calendar year to which the bonus applies.

3. Privilege Leave/Earned Leaves

An employee is eligible for 18 earned leaves and will be credited on monthly basis. He / She may utilize the leave at such times as shall be convenient having regard to the requirements of the Company's business and as agreed by the Company. You may carry forward your privilege leave entitlement up to a maximum of 36 days, or such leave shall be forfeited.

Employee is encouraged to plan ahead and make use of the earned leaves with approval from their Managers; no leaves can be cashed except during the full and final settlement.

4. Casual Leave

Every employee is eligible for 12 days of Casual leave per calendar year. You may utilize the leave at such times as shall be convenient having regard to the requirements of the Company's business and as agreed by the Company.

Casual leaves are calculated on prorated basis for the calendar Year. Any casual leave left unutilized at the end of the calendar year will be forfeited. As per policy of Inspirage you cannot use more than 2 Consecutive casual leave at one go except on medical reasons. If you intend to take a Casual Leave please intimate at least two days before the day of leave to your Manager and get the relevant approval. You may need to provide the approval email to the HR/Finance on request.

5. Loss without Pay (LOP)

If the employee takes more than the eligible number of Privileged leaves and Casual leaves for the calendar year, the same shall be updated in the Leave/Time management portal under with LOP category. For every one LOP leave, one day's of salary will be deducted for the month.

6. Gazetted Public Holidays

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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.

Training and Placement Cell

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Appointment Letter

Date: 6th April 2022

Dear Chauhan Bharatkumar Dhirubhai

We are pleased to provide you the full-time position of Sales Executive Trainee at JollyHires Inc. Your tentative date of joining will be 7th April 2022, contingent upon the successful completion of background verification.

Your annual CTC will be INR 3.0 LPA and will be paid on a monthly basis, subject to applicable taxes. A breakup of the CTC will be provided during Orientation on your first day of joining.

For the first 8 weeks, you will be going through professional training and after successful completion of the training program, you will be eligible to enter the Sales Incentive Program as a Sales Executive.

This AO is valid until EOD April 7th, 2022. Please confirm your acceptance of this AO emailing your acknowledgement prior to such date. If you do not confirm your acceptance, we have the right to withdraw the AO.

Please note that this AO letter does not constitute a contract of employment and you shall receive your contract of employment upon joining.

We look forward to having you on our team. If you have any questions, please feel free to reach out to us.

Sincerely,
Aakanksha Neliwar

JollyHires Inc.
Team Human Resource
hr@jollyhires.com
Mobile: +91 6357412771
www.jollyhires.com

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

APPOINTMENT LETTER

Date: 23 July 2022

Dear **Neelesh Gajjar** ,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as Business Development Executive. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

This appointment is contingent upon a satisfactory reference report and submission of documents which are summarized below. Do email us copies of the same or bring them along on your first day at Simplilearn.

Documents required (Mandatory)

- Aadhaar Card
- PAN Card
- Copy of current employer's Appointment / Confirmation/ Appraisal Letter
- Copy of current employer's Relieving and Work Experience Letter
- Copy of last 3 months' Salary Slip / Certificate
- Passport Size Photograph (3 Nos)
- Copies of all Academic and Training Certificates

We look forward to having you onboard on or before **26 July 2022**. Do reach out to your recruitment coordinator **Aniket** on his email **aniket.manhar@simplilearn.com** for any questions or clarifications and be sure to visit **Simplilearn.com** to know more about your new company!

Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

Training and Placement Cell

Ragin Ravindrabhai Shah

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

simplilearn

ANNEXURE I Cost To Company Breakup	
Name	Neelesh Gajjar
Designation	Business Development Executive
Grade	A1

Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
Interim/Stat Bonus	708	8500
Employer PF	1750	21000
Gratuity	702	8418
Gross CTC	29167	350000
Variable Pay		0
Total CTC		350000

*Variable pay (performance linked pay) is payable based on your performance against specific goals set by your business head.

Policy details are described in Annexure II

Following will be deducted from the Gross Salary as Employee Contribution
PF Employee Contribution (12% of Gross Salary Excluding HRA or INR 1800/- Per Month whichever is lower)
Income Tax (As per IT Act)
Professional Tax (As per Professional Tax Act slab)

Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

Training and Placement Cell

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Appointment Letter

Name: Shah Megh Rajendra
Swarrnim Startup & Innovation University

Dear Shah Megh Rajendra,

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 **Tuesday 28.07.2022**

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
www.joulestowatts.com
CIN : U74900KA2014PTC076748

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

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:

JoulestoWatts Business Solutions Pvt. Ltd
SJR I Park,Tower 4 Ground floor, Opposite to SatyaSai 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

JoulestoWatts Business Solutions Private Limited
3rd Floor, Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103
www.joulestowatts.com
N : U74900KA2014PTC076748

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

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 serviceswith "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

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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.

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

Ragin Ravindrabhai Shah

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: **28.07.2022**

Training and Placement Cell

Ragin Ravindrabhai Shah

Appointment Letter

Name: Aditya Yadav
Swarrnim Startup & Innovation University

Dear Aditya Yadav,

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 **Tuesday 28.07.2022**

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,
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www.joulestowatts.com
CIN - U74900KA2014PTC076748

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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.

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Training and Placement Cell

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

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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.

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)

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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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Training and Placement Cell

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

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.

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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.

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(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.
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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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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

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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: **28.07.2022**

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Appointment Letter

Name: Om Kumar Tiwari
Swarrnim Startup & Innovation University

Dear Om Kumar Tiwari,

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 **Tuesday 28.07.2022**

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

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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www.joulestowatts.com
CIN - U74900KA2014PTC076748

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
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Stat Bonus	10,412.5	867.71
Medical	7,570.83	630.9
Telephone	12,000.0	1,000.0
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PF Employer Contribution	21,600.0	1,800.0
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Training and Placement Cell

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

TIME SHEETS:

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EPIP Zone,Whitefield, Bangalore-560066

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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)

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As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

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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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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

Ragin Ravindrabhai Shah

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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.

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(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.
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Training and Placement Cell

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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.

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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

Ragin Ravindrabhai Shah

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: **28.07.2022**

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Appointment Letter

Name : Panchal Meet Nileshbhai
Swarrnim Startup & Innovation University

Dear Meet Panchal,

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 **Tuesday 28.07.2022**

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

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

JoulestoWatts Business Solutions Private Limited
3rd Floor, Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103
www.joulestowatts.com
CIN : U74900KA2014PTC076748

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

Ragin Ravindrabhai Shah

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:

JoulestoWatts Business Solutions Pvt. Ltd
SJR I Park,Tower 4 Ground floor, Opposite to SatyaSai 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

Ragin Ravindrabhai Shah

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 serviceswith "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

Ragin Ravindrabhai Shah

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

Ragin Ravindrabhai Shah

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: **28.07.2022**

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Appointment Letter

Name : Rabari Vishal Baldevbhai
Swarrnim Startup & Innovation University

Dear Vishal Rabari,

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 **Tuesday 28.07.2022**

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

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

JoulestoWatts Business Solutions Private Limited
3rd Floor, Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103
www.joulestowatts.com
CIN : U74900KA2014PTC076748

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
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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

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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:

JoulestoWatts Business Solutions Pvt. Ltd
SJR I Park,Tower 4 Ground floor, Opposite to SatyaSai 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

Ragin Ravindrabhai Shah

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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 serviceswith "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

Ragin Ravindrabhai Shah

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

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

Ragin Ravindrabhai Shah

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: **28.07.2022**

Training and Placement Cell

Ragin Ravindrabhai Shah

APPOINTMENT LETTER

Date: 23 July 2022

Dear Saiyed Jawadali Isarali,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as **Learning Designer**. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

This appointment is contingent upon a satisfactory reference report and submission of documents which are summarized below. Do email us copies of the same or bring them along on your first day at Simplilearn.

Documents required (Mandatory)

- Aadhaar Card
- PAN Card
- Copy of current employer's Appointment / Confirmation/ Appraisal Letter
- Copy of current employer's Relieving and Work Experience Letter
- Copy of last 3 months' Salary Slip / Certificate
- Passport Size Photograph (3 Nos)
- Copies of all Academic and Training Certificates

We look forward to having you onboard on or before **26 July 2022**. Do reach out to your recruitment coordinator **Aniket** on his email aniket.manhar@simplilearn.com for any questions or clarifications and be sure to visit Simplilearn.com to know more about your new company!

Yours Faithfully,

For Simplilearn Solutions Private Limited

Training and Placement Cell

Archana Kumari

Vice President- HR & Org Development

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

simplilearn

ANNEXURE I Cost To Company Breakup	
Name	Saiyed Jawadali Isarali
Designation	Learning Designer
Grade	A1

Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
Interim/Stat Bonus	708	8500
Employer PF	1750	21000
Gratuity	702	8418
Gross CTC	29167	350000
Variable Pay		0
Total CTC		350000

*Variable pay (performance linked pay) is payable based on your performance against specific goals set by your business head.

Policy details are described in Annexure II

Following will be deducted from the Gross Salary as Employee Contribution

PF Employee Contribution (12% of Gross Salary Excluding HRA or INR 1800/- Per Month whichever is lower)
Income Tax (As per IT Act)
Professional Tax (As per Professional Tax Act slab)

Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

Training and Placement Cell

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

APPOINTMENT LETTER

Date: 23 July 2022

Dear Sharma Raunak,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as **Learning Designer**. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

This appointment is contingent upon a satisfactory reference report and submission of documents which are summarized below. Do email us copies of the same or bring them along on your first day at Simplilearn.

Documents required (Mandatory)

- Aadhaar Card
- PAN Card
- Copy of current employer's Appointment / Confirmation/ Appraisal Letter
- Copy of current employer's Relieving and Work Experience Letter
- Copy of last 3 months' Salary Slip / Certificate
- Passport Size Photograph (3 Nos)
- Copies of all Academic and Training Certificates

We look forward to having you onboard on or before **26 July 2022**. Do reach out to your recruitment coordinator **Aniket** on his email aniket.manhar@simplilearn.com for any questions or clarifications and be sure to visit Simplilearn.com to know more about your new company!

Yours Faithfully,

For Simplilearn Solutions Private Limited

Training and Placement Cell

Archana Kumari

Vice President- HR & Org Development

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

simplilearn

ANNEXURE I Cost To Company Breakup	
Name	Sharma Raunak
Designation	Learning Designer
Grade	A1

Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
Interim/Stat Bonus	708	8500
Employer PF	1750	21000
Gratuity	702	8418
Gross CTC	29167	350000
Variable Pay		0
Total CTC		350000

*Variable pay (performance linked pay) is payable based on your performance against specific goals set by your business head.

Policy details are described in Annexure II

Following will be deducted from the Gross Salary as Employee Contribution

PF Employee Contribution (12% of Gross Salary Excluding HRA or INR 1800/- Per Month whichever is lower)
Income Tax (As per IT Act)
Professional Tax (As per Professional Tax Act slab)

Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

Training and Placement Cell

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

APPOINTMENT LETTER

Date: 23 July 2022

Dear Patel Yash Sanjaykumar,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as **Learning Designer**. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

This appointment is contingent upon a satisfactory reference report and submission of documents which are summarized below. Do email us copies of the same or bring them along on your first day at Simplilearn.

Documents required (Mandatory)

- Aadhaar Card
- PAN Card
- Copy of current employer's Appointment / Confirmation/ Appraisal Letter
- Copy of current employer's Relieving and Work Experience Letter
- Copy of last 3 months' Salary Slip / Certificate
- Passport Size Photograph (3 Nos)
- Copies of all Academic and Training Certificates

We look forward to having you onboard on or before **26 July 2022**. Do reach out to your recruitment coordinator **Aniket** on his email aniket.manhar@simplilearn.com for any questions or clarifications and be sure to visit Simplilearn.com to know more about your new company!

Yours Faithfully,

For Simplilearn Solutions Private Limited

Training and Placement Cell

Archana Kumari

Vice President- HR & Org Development

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
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Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

simplilearn

ANNEXURE I Cost To Company Breakup	
Name	Patel Yash Sanjaykumar
Designation	Learning Designer
Grade	A1

Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
Interim/Stat Bonus	708	8500
Employer PF	1750	21000
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Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

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Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

APPOINTMENT LETTER

Date: 23 July 2022

Dear Mehta Chaitanya Shaileshkumar,

Congratulations!

We would like to invite you to be a part of Simplilearn and join us as **Learning Designer**. At Simplilearn we believe that your knowledge, skills and experience will help us cover new ground and are committed to helping you build a great career with us.

This appointment is contingent upon a satisfactory reference report and submission of documents which are summarized below. Do email us copies of the same or bring them along on your first day at Simplilearn.

Documents required (Mandatory)

- Aadhaar Card
- PAN Card
- Copy of current employer's Appointment / Confirmation/ Appraisal Letter
- Copy of current employer's Relieving and Work Experience Letter
- Copy of last 3 months' Salary Slip / Certificate
- Passport Size Photograph (3 Nos)
- Copies of all Academic and Training Certificates

We look forward to having you onboard on or before **26 July 2022**. Do reach out to your recruitment coordinator **Aniket** on his email aniket.manhar@simplilearn.com for any questions or clarifications and be sure to visit Simplilearn.com to know more about your new company!

Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

Manoj Arcade, #53/1C, 24th Main,
Harlkunte, 2nd Sector, HSR Layout,
Bangalore - 560102
Ph: +91 80 4245 1111

Training and Placement Cell

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

simplilearn

ANNEXURE I

Cost To Company Breakup

Name	Mehta Chaitanya Shaileshkumar,
Designation	Learning Designer
Grade	A1

Salary Components	Monthly	Yearly
Basic	14583	175000
House Rent Allowance	5833	70000
Special Allowance	5590	67082
Interim/Stat Bonus	708	8500
Employer PF	1750	21000
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Income Tax (As per IT Act)
Professional Tax (As per Professional Tax Act slab)

Yours Faithfully,

For Simplilearn Solutions Private Limited

Archana Kumari

Vice President- HR & Org Development

Training and Placement Cell

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Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

IPD
INTEGRATED PROJECT DESIGN

OFFER LETTER (PRIVATE AND CONFIDENTIAL)

IPD/Offer-002/2022
Date: 20th MAY 2022

Mr. Vaibhav patel
Adress: 7/44 near jain temple, At-Itadara,Ta:Mansa Dist : Gandhinagar, 382845
Email: vaibhavpatel81169@gmail.com

Dear Vaibhav,

It is our pleasure to extend the following employment offer to you with INTEGRATED PROJECT DESIGN. Further to the discussion, you had with us. You are offered the position of Graduate engineer trainee- Mechanical (GET). Your compensation for this position will be 10,000 INR (CTC per Month). Your service to the organization is confirmed and the remuneration would be as per the policies of the organization. Regular performance reviews will be done to assess your performance in the company

You are requested to submit the photocopies of the testimonials (identity proof, address proof), qualification documents and certificates, Adhr card, PAN card, and 4 photographs at the time of the joining. You will also be required to sign a Non-Disclosure Agreement and Non-Solicitation agreement in favor of the company at the time of the joining as per the policy of the company. This was discussed and agreed upon the day of our discussion with you.

We would appreciate it if you could join from 21st May 2022 onwards, however, please let us knowyour earliest joining date.

At IPD we strongly believe that our employees are our biggest strength and therefore we takepride in hiring only the best and the brightest. Should you have any questions at this time, please do not hesitate to contact us.

Warm Regards,

Training and Placement Cell

Rahul Patel
Director

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

ANNEXURE 1: TERMS AND CONDITIONS

I) General Terms and Conditions of Employment

1) Location

i) You will be based out of Ahmedabad, Gujarat, India. Your services are transferrable, and you may be assigned, after reasonable notice to any location in India or overseas from where the company conducts or would conduct business.

2) Work Days

i) Our normal working days are Monday to Saturday each week. The work hours are flexible and shall be determined based on the needs of employees and clients. The needs of clients will mostly dictate working hours.

3) Joining Date

i) Your date of joining is 21st May 2022. During your employment, you are expected to devote your time and efforts solely to IPD.

4) Remuneration

i) Full-time Employment: Your annual cost to the company effective 21st May 2022 will be **INR 1,20,*000.00*** (**INR *One lakh Twenty thousand Only***) and will be paid to you on monthly basis. The monthly salary will equate to **INR *10,000.00*** (**INR Ten *thousand only*).**

ii) After Your salary and/or structure will be reviewed annually, and any annual increase will be effective as of the date determined appropriate by the company.

iii) You will be on probation/training for a period of 3 months. On completion of 3 months, if your performance is found satisfactory you might be confirmed but if your performance is not found satisfactory your probation may be extended in writing or your service my be terminated and that will be at the sole discretion of the company.

iv) Resignation, Termination, and Payments: Either you or the company is at liberty to terminate this appointment with 2 month notice or compensation in lieu of the notice period.

5) Leave

i) You have **12** earned Privilege leaves annually, but this will be pro-rated and added **@** ***1*** leaves per month and **6** special benefited leaves. Please refer to our leave policy attached.

6) You will cooperate with the Firm, at no additional expense, to protect and/or register any intellectual property rights in any Work Product belonging to the Firmpursuant to this paragraph and cause to be executed all papers reasonably necessary to timely register or protect the intellectual property associated with any Work Product. However, the intellectual property already created by youbefore the start of rendering service to the

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Bhoyan Rathod, Gandhinagar
Ragini Ravindrabhai Shah
Training and Placement Cell

Firm shall remain with you and the Firm agrees to make complete confidentiality about that.

7) Your obligations relating to Intellectual Property rights continue after the termination of this Contract for any reason.

II) CONFLICT OF INTEREST

1) No obligations or restrictions

2) You warrant that you are not present nor shall be under any obligation or restriction that would in any way interfere or conflict with the provision of yourServices under this Contract. Your obligations under this Contract are continuous obligations during the term of this Contract.

3) Conflicts of interest

4) You shall immediately and fully disclose, and account to the Firm for, all benefits, gifts or commissions promised to or received by you from any personin connection with or related to the Services.

5) You shall at all times during the Term demonstrate the utmost good faith toward the Firm.

6) Non-compete

i) During the term of this Contract, you shall not engage in the provision of consulting services for other parties independently or in association with another Person or Persons or Corporate unless prior written permission istaken from the Firm.

ii) The term "non-compete" as used herein shall mean that the Employee shall not own, manage, operate, consult, or to be an employee in a business substantially similar to or competitive with the present business of the Company. The Employee acknowledges that the Company shall or may in reliance of this agreement provides Employee access to trade secrets, customers, and other confidential data and goodwill. Employee agrees to retain said information as confidential and not to use said information on his or her behalf or disclose same to any third party. However, this does not prohibit providing other training /consulting /facilitation services to other businesses, not in direct competition.

III) NON-SOLICITATION

1) Non-solicitation of employees

2) During your employment with the IPD and three years thereafter, you shall not interfere with, solicit, entice or endeavor to entice any employee, officer, or associate of the Firm to undertake any employment, consultancy, orother activity that is in competition with Non-solicitation of clients

3) During the term of this engagement and three years thereafter:

i) You will not work for any client of the Firm for whom your services havebeen taken;

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrab hai Shah
Training and Placement Cell

ii) You will not disclose to the client the nature of work done by you for otherclients of the Firm; and

iii) You will not undertake any step that would directly or indirectly jeopardizethe Firm's relationship with any of its Clients.

IV) GOVERNING LAW

1) This Contract is governed by and shall be construed in accordance with the laws of India.

2) Any or all disputes related to this Contract shall be preferably redressed through arbitration. In case this is not effective, the courts in Ahmedabad will be used to settle the dispute. In the event of the bringing of any action, proceeding, arbitration, or suit by a party hereto against another party hereunder by reason of any breach of any of the covenants, agreements, or provisions arising out of this Contract, the prevailing party shall be entitled to recover allcosts and expenses of that action or suit, or at trial, arbitration or on appeal, and in the collection of the judgment, including reasonable attorneys' fees, accounting, and other professional fees resulting therefrom.

3) This Contract constitutes the complete understanding between you and the Firm and supersedes any previous agreement or understanding, express or implied, written or oral, relating to the subject matter of this Contract.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

VI) ACCEPTANCE & MISCELLANEOUS

1) Both the Parties execute this Contract (and modifications to it) by signing it. Both of us must agree in writing to modify this Contract.
2) You agree that by signing this Contract you bind yourself and any of your affiliates that you may engage to provide the Scope of Services outlined in thisContract.
3) You agree that we independently or along with other associates, may, subjectto professional obligations, can provide services to Clients.
4) Neither of us may assign any of our rights, obligations, or claims under this Contract.
5) If any provision of this Contract (in whole or part) is held to be illegal, invalid, orotherwise unenforceable, the other provisions shall remain in full force and effect.
6) We may use your name publicly to identify you as an Associate.
7) The terms in this contract shall be valid during your employment at IPD unless superseded by future terms and conditions issued by the firm formally in writing and mutually agreed by both parties. The Parties may extend the term of the Contract by written consent.

Please indicate your acceptance of this Contract in full by signing below and returning to us.

For: ***Integrated Project Design***

Signed:_____ Date: May 20, 2022

Rahul Patel
Director

Accepted by: **Vaibhav patel**

Signed:_____ Date:_____

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

yar eSolutions LLP

31st May 2022.

To,
Mr. Yash Patel
Location: Ahmedabad.

Sub: Offer Letter

Dear Yash,

This has reference to your CV and your interview. We are pleased to offer you a position of "**Business Development Manager - Academic Sales**" in our organization. You are requested to join us as soon as possible last by 8th June 2022.

We will issue an Appointment Letter at the time of your joining the organization.

In 3 working day, you are requested to bring following documents for Appointment letter Procedure and Confirm Your Position in our Organization.

1 Photo ID Proof (Aadhar Card)
2 Address Proof (Electricity bill Or Telephone bill)
3 Blood Group Photocopy
4 Leaving Certificate Photocopy
5 Education Certificate Photocopy
6 Work Experience letter Photocopy
7 Last 3 Month Salary Slips
8 Resignation Letter/ Reliving Letter
9 Passport Size Photograph- 3 Copies
10 Cheque for 2 Salary without mention Date

Your total remuneration package shall be Rs. 25,000 /- per month.

For,
Khodiyar eSolutions LLP

KHODIYAR ESOLUTIONS LLP AHMEDABAD

Harsh Joshi
Human Resource

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Appointment Letter

Name : Bukhari Mohammedshaiq Murtuzahusen
Swarrnim Startup & Innovation University

Dear Bukhari Mohammedshaiq,

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 **Tuesday 28.07.2022**

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

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

JoulestoWatts Business Solutions Private Limited
3rd Floor, Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103
www.joulestowatts.com
CIN : U74900KA2014PTC076748

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

Ragin Ravindrabhai Shah

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:

JoulestoWatts Business Solutions Pvt. Ltd
SJR I Park,Tower 4 Ground floor, Opposite to SatyaSai 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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Ragin Ravindrabhai Shah

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

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 serviceswith "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

Ragin Ravindrabhai Shah

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

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

Ragin Ravindrabhai Shah

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: **28.07.2022**

Training and Placement Cell

Ragin Ravindrabhai Shah

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

09-Dec-2021

1922001002
JANGIR PRATIK MOHANLAL

Dear Mr.JANGIR PRATIK MOHANLAL ,

Congratulations! We are pleased to confirm your selection.
The interview was held at **Swarrnim Startup & Innovation University**. To work for **Bajaj Motors Limited**. We are delighted tomake 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-2021** to indicate your acceptance of this offer.

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

Sincerely,

Vikas Choudhary
HR Admin
Banyan Edu. Services

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

BANYAN EDU SERVICES
NURTURING CAREERS

19-Nov-2021

1922001006
DHVIJ YASHANG INDRAVADANBHAI

Dear Mr. DHVIJ YASHANG INDRAVADANBHAI,

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

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

Benefits for the position include:

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

We would like you to start your training from at **Bajaj Motors Limited Binola Plant**. Please report to **Mr. Deepak Kumar**, for documentation and orientation.
Please sign the enclosed copy of this letter and return it to us on or before **25-November-2021** to indicate your acceptance of this offer.

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

Sincerely,

Vikas Choudhary
HR Admin
Banyan Edu. Services

Training and Placement Cell

Training and Placement Cell

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

19-Nov-2021

1922001008
PATEL DHRUV RAMESHBHAI

Dear Mr. PATEL DHRUV RAMESHBHAI

,

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

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Please sign the enclosed copy of this letter and return it to us on or before **25-November-2021** to indicate your acceptance of this offer.

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

Sincerely,

Vikas Choudhary
HR Admin
Banyan Edu. Services

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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BANYAN EDU SERVICES
NURTURING CAREERS

19-Nov-2021

1922001010
PANCHAL JAINAM HARSHADBHAI

Dear Mr. PANCHAL JAINAM HARSHADBHAI

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

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

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Please sign the enclosed copy of this letter and return it to us on or before **25-November-2021** to indicate your acceptance of this offer.

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Sincerely,

Vikas Choudhary
HR Admin
Banyan Edu. Services

Training and Placement Cell

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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

TATA AIA
LIFE INSURANCE

We acknowledge the copy of Letter of Appointment (LOA) accepted digitally by you iTALIC dated Jun 14, 2023 12:17:24 PM

Letter of Appointment

To,
Mr. / Ms. – YASH CHAUHAN
Advisor Code – 005693251
DOB (DD/MM/YYYY) – 23/06/2002
Father's / Husband's Name –
Residence Address – 6/53 JUNA CHORA PASERANDHEJA RANDHEJA Others Gujarat 382620
Phone Number –
Mobile Number - 9428606790

We are pleased to inform you that Tata AIA Life Insurance Company Limited incorporated under the Companies Act, 1956 and having its registered office at 14th Floor, Tower 'A', Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai 400013; hereinafter referred to as "the Company"; relying on the representation made in your application to the Company that, you have the necessary qualifications to become an agent of the Company, is pleased to appoint you as our Insurance Advisor "Agent" for inter alia procuring the insurance business for the Company.

This Letter of Appointment "LOA" would be effective subject to the Agent passing the pre recruitment examination conducted by the examination body and being appointed by the Company as an agent.

In view of your appointment, you are hereby authorized to procure and transmit to the Company, insurance applications for life insurance, annuity, accident and health products and riders in regions where the Company has the right to do business, all subject to the terms and conditions accepted by you in following pages hereof, which forms part of this appointment letter.

The Company agrees to pay and the Agent agrees to accept as full and complete remuneration for his services under this LOA while it is in force, Commissions, Bonuses and Other Benefits as specified in the Schedules of Compensation, which Schedules shall be subject to change at any time by the Company.

For Tata AIA Life Insurance Co. Ltd.

Training and Placement Cell



Swarrnim Startup & Innovation University Bhoyani Rathod Gandhinagar

Ragin Ravindrabhai Shah

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This Letter of Appointment "LOA" would be effective subject to the Agent passing the pre recruitment examination conducted by the examination body and being appointed by the Company as an agent.

In view of your appointment, you are hereby authorized to procure and transmit to the Company, insurance applications for life insurance, annuity, accident and health products and riders in regions where the Company has the right to do business, all subject to the terms and conditions accepted by you in following pages hereof, which forms part of this appointment letter.

The Company agrees to pay and the Agent agrees to accept as full and complete remuneration for his services under this LOA while it is in force, Commissions, Bonuses and Other Benefits as specified in the Schedules of Compensation, which Schedules shall be subject to change at any time by the Company.

For Tata AIA Life Insurance Co. Ltd.

Training and Placement Cell

Chitya Bajpai
Senior Vice President- Operations

Bhoyan Rajnikant Gandhinagar Startup & Innovation University

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

VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVETIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2021

Name Of the Candidate: Panchal Juhil Jenabhai
Name of College: Swarrnim Startup & Innovation University
Location: Gujarat
Subject: Job Appointment Letter for the post of Site Engineer-Civil

Dear Panchal Juhil Jenabhai,
With reference to your application and the interview you had with us on 21-November-2021, 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-September-2022.

Kindly submit the following at the time of joining:
a) Recent Passport size photo- 4
b) Copies and originals of your educational certificate and Identity proofs (Driving licence,adhaar Card ,Pan Card)
c) Relieving letter from your previous employer(For experienced)
d) Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on 10th-September-2022 (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 offer of employment stand cancelled.

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

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

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

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

Training and Placement Cell

Ragin Ravindrabhai Shah

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 offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

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

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

5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

8.Their Should not be any **reappear/backlog** at the time of joining .In that scenario the joining offer will be terminated immediately .We do not have any type of training/learning module for new joined candidates. We hope you are best at knowledge (theoretical and practical)
9.You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card ,Driving licence and Photo.

Yours Faithfully,

Jasmeet Sharma

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

Training and Placement Cell

Ragin Ravindrabhai Shah

VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVETIONS | INTERIORS | EXTERIORS

APPOINTMENT LETTER

Date: 21-Nov-2021

Name Of the Candidate: Vivek Vinubhai Radadiya
Name of College: Swarrnim Startup & Innovation University
Location: Gujarat
Subject: Job Appointment Letter for the post of Site Engineer-Civil

Dear Vivek Vinubhai Radadiya,
With reference to your application and the interview you had with us on 21-November-2021, 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-September-2022.

Kindly submit the following at the time of joining:
a) Recent Passport size photo- 4
b) Copies and originals of your educational certificate and Identity proofs (Driving licence,adhaar Card ,Pan Card)
c) Relieving letter from your previous employer(For experienced)
d) Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on 10th-September-2022 (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 offer of employment stand cancelled.

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

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

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

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

Training and Placement Cell

Ragin Ravindrab hai Shah

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

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

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

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

5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

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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 licence and Photo.

Yours Faithfully,

Jasmeet Sharma

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

Training and Placement Cell

Ragin Ravindrabhai Shah

CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

10th-Dec-2021

Uravarajsinh Jayendrasinh Gohil

Dear Uravarajsinh,

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

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

CHIBBER CONSTRUCTIONS is offering a full time position for you as **"Site Engineer'',** reporting to Site Manager starting Atter 17‴ August 2022.

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 22" Jan 2022.

Sincerely,

(Sign here for letters sent by mail)

Raman Sharma
HR Manager

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

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

10th-Dec-2021

Desai Chirag Vishnubhai

Dear Chirag,

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

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

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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 22" Jan 2022.

Sincerely,

(Sign here for letters sent by mail)

Raman Sharma
HR Manager

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

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

10th-Dec-2021

Tralsawala Shivam Sanjaykumar

Dear Tralsawala Shivam Sanjaykumar,

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 17"' August 2022.
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 22" Jan 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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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DN: c=IN, o=Personal, title=4505, pseudonym=02aef9bb114542e50b44d53ee6d1fcce, 2.5.4.20=7a04874d45a03b7b38e7baedfb3b5e0f548384220e4f9537c58eefe40d7951483, postalCode=380015, st=Gujarat, serialNumber=0f2660a2fa77309aa62dc5aebe10f5cf7163c41741552ca365cbb74076666e4406, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

CHIBBER CONSTRUCTIONS

CHIBBER CONSTRUCTIONS

APPOINTMENT LETTER

10th-Dec-2021

Rabari Hardikkumar Maheshbhai

Dear Rabari Hardikkumar Maheshbhai,

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 17th August 2022.
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 22" Jan 2022.

Sincerely,

(Sign here for letters sent by mail)

Training and Placement Cell

Raman Sharma
HR Manager

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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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

homefirst
We'll take you home

Date: December 24, 2021

Dear Gajera Dhruvinkumar Hasmukhbhai,

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)

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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 **May 15, 2022.**

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):





homefirst
We'll take you home

Date: December 24, 2021

Dear Patel Shyam Bipinchandra,

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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Other Allowances	**Rs** 87400
Provident Fund	**Rs** 21600
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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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.

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7. Your **Date of Joining** shall be **May 15, 2022.**

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):





homefirst
We'll take you home

Date: December 24, 2021

Dear Rabari Nishaben Maheshbhai,

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.

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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7. Your **Date of Joining** shall be **May 15, 2022.**

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):





February 4, 2022

Dear Patel Krunal 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.

COMPENSATION

We are providing an Annual Guaranteed Cash of Rs. 1,88,800.

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. 1,88,800 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 February 27, 2022. 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 February 21, 2022, after whichdate, 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

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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 Krunal Ketankumar

Date: _____





Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02ae9bb114542e50b44d53ee0 1fcrac2.5.4.20=f2d48074845a02b76d89e3beeafe3b5e9f5468942de49537c58eeb4007991483, postalCode=380015, st=Gujarat, serialNumber=02660a2fa7730f9ae82dc5aebe19ffc0f163c41741552ca965b6740766bb44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

February 4, 2022

Dear Pandya Nayan Vinayak,

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

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ASSOCIATE BENEFITS

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Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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

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Signature: _____
Pandya Nayan Vinayak

Date: _____





Ragin Ravindrabhai Shah

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

February 4, 2022

Dear Chauhan Kavan Hirenkumar,

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

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Training and Placement Cell
Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

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

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Signature: _____
Chauhan Kavan Hirenkumar

Date: _____





February 4, 2022

Dear Kori Ankit Rakeshkumar,

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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Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

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Signature: _____
Kori Ankit Rakeshkumar

Date: _____





Ragin Ravindrabhai Shah

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

February 4, 2022

Dear Chavda Jhanvi Ashvinbhai,

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. 1,88,800.

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Sincerely,



Mohit Sadarangani
Senior Recruiter

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Date: _____





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February 4, 2022

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February 4, 2022

Dear Senjaliya Takshil Asvinbhai,

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February 4, 2022

Dear Thakar Mihir Vijaybhai,

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Ragin Ravindrabhai Shah

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

19-Nov-2021

1922004002
GAMETI NIKULBHAI LALJIBHAI

Dear Mr.GAMETI NIKULBHAI LALJIBHAI,

Congratulations! We are pleased to confirm your selection.
The interview was held at **Swarrnim Startup & Innovation University**. To work for **Bajaj Motors Limited**. We are delighted tomake 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 **25-November-2021** to indicate your acceptance of this offer.

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

Sincerely,

Vikas Choudhary
HR Admin
Banyan Edu. Services

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 2021.10.10 10:45:46 +05'30'

Appointment Letter

Name : Kachhadiya Harsh Dipakbhai
Swarrnim Startup & Innovation University

DearKachhadiya Harsh,

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 **Tuesday 28.07.2022**

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
www.joulestowatts.com
CIN : U74900KA2014PTC076748

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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:

JoulestoWatts Business Solutions Pvt. Ltd
SJR I Park,Tower 4 Ground floor, Opposite to SatyaSai 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

JoulestoWatts Business Solutions Private Limited
3rd Floor, Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103
www.joulestowatts.com
CIN : U74900KA2014PTC076748

Ragin Ravindrabhai Shah

Startup & Innovation University Bhoyan Rathod, Gandhinagar

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 serviceswith "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

Ragin Ravindrabhai Shah

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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

Ragin Ravindrabhai Shah

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: **28.07.2022**

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

homefirst
We'll take you home

Date: December 24, 2021

Dear Patel Ravindra Bharatbhai,

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)

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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 **May 15, 2022.**

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):





Ragin Ravindrabhai Shah

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19-Nov-2021

1922005003
HADIYA DHARMESH GUNVANTBHAI

Dear Mr.HADIYA DHARMESH GUNVANTBHAI ,

Congratulations! We are pleased to confirm your selection.
The interview was held at **Swarrnim Startup & Innovation University**. To work for **Bajaj Motors Limited**. We are delighted tomake 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 **25-November-2021** to indicate your acceptance of this offer.

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

Sincerely,

Vikas Choudhary
HR Admin
Banyan Edu. Services

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

19-Nov-2021

1922005002
PATEL MEET RAJESHBHAI

Dear Mr.PATEL MEET RAJESHBHAI ,

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

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Sincerely,

Vikas Choudhary
HR Admin
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Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 10/03/2022

To,
Patel Mayank Kiritbhai

We are pleased to offer you the position of **Trainee Engineer** at **Pawan Construction Co.**, effective from 10th June 22. This opportunity is based on the successful completion of your academic requirements in 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: 3lakh 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 15th March 22. We look forward to your contributions and to a mutually beneficial working relationship.

Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell

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

Swaminarayan Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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PAWAN CONSTRUCTION CO.

Mechanical, Civil, Electrical Contractor

Specialist In: Cross Country Pipeline & Plant Piping

Subject: Appointment Letter

Date: 10/03/2022

To,
Sarsava Himanshubhai Girishbhai

We are pleased to offer you the position of **Trainee Engineer** at **Pawan Construction Co.**, effective from 10th June 22. This opportunity is based on the successful completion of your academic requirements in 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: 3lakh per annum.
- Benefits: Health insurance, Retirement plans and Travel allowance.

Job Responsibilities:

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Sincerely,

Shushant Kumar
Pawan Construction & Co.

Training and Placement Cell

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

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Hi-Bond Infra
Rajkot-360002(Gujarat)
Email: hibondinfra@yahoo.com

Date: o7th January 22.

To,
Patel Nayankumar Satishbhai

Subject: Appointment Letter

We are pleased to offer you the position of **Supervisor** with Hi-Bond Infra, effective from **10th June 22,** 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 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 **20000/-**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.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

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,

Jyotendra Patel

Training and Placement Cell

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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

PRA JI Project LLP
Thaltej-Ahemdabad
Date – 10/10/2021

Subject: Appointment as GET

Dear Dhokiya Dharmendra Balubhai,

We are pleased to offer you the position of **Graduate Trainee Engineer (GET)** 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 **10st of January 2022**, you will report directly to **Senior Engineer.**

We are pleased to offer you a competitive annual compensation package of **2.4 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 **15th November 2021** 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

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

PRA JI Project LLP
Thaltej-Ahemdabad
Date – 10/10/2021

Subject: Appointment as GET

Dear Mistry Shreyash Mahendrabhai,

We are pleased to offer you the position of **Graduate Trainee Engineer (GET)** 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.

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- Managing project teams, including engineers, technicians, and contractors.
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HR Manager
PRA JI Project LLP

Training and Placement Cell

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PRA JI Project LLP
Thaltej-Ahemdabad
Date – 10/10/2021

Subject: Appointment as GET

Dear Abhaykumar Jitendrabhai Suthar,

We are pleased to offer you the position of **Graduate Trainee Engineer (GET)** 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.

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Best regards,

Pankaj Barot
HR Manager
PRA JI Project LLP

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

HETERO

Dt: 06-06-2024

Mr. Ankit Kumar

Amraiwadi,Ahmedabad,Gujarat,India

Dear Mr. Ankit Kumar,

Sub: Offer of Employment

We are pleased to offer you the position of **OPERATOR** in **PRODUCTION** department based on your application and interview you had with us. Your place of posting will be at **M/S HETERO LABS LIMITED, PLOT NO.28P1 to 36P1 and 37 to 54, VEMGAL INDUSTRIAL AREA, HOBLI VEMGAL, KOLAR, KARNATAKA, 563102, BANGALORE, KARNATAKA, INDIA.**

1. You are requested to report for duty latest by **06-07-2024**, failing which offer is not valid beyond this date.
2. Upon receipt of the offer, you are required to undergo medical checkup at the company authorized diagnostic centres. You will be entitled for appointment upon you found to be medically fit.
3. You will report to the **Manager** or any other officer authorized by the company, with regard to your day to day activities from time to time.
4. If there are any changes in the conditions of your service, the same will be notified to you.
5. You will be entitled to the gross salary as discussed and agreed upon mutually.
6. You will be on probation for a period of six months from the date of your joining.
7. You are required to sign an agreement on your joining as discussed during interview.
8. Your appointment order including confidentiality and non-disclosure agreement indicating terms and conditions of your employment will be issued at the time of your joining.

Please ensure to bring the following documents / certificates etc., at the time of your joining.

1. Copy of your offer letter.
2. Employee Information sheet duly filled in.
3. Physical fitness certificate from a civil surgeon.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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HET ENGINEERING & PUMPS INDUSTRIES PVT. LTD.

296, Sahitya Industrial Hub
Bakrol-Gatrad Road, Nr. Ahmedabad
Indore Highway, Bakrol, Ta. Dascroi,
Dist. Ahmedabad-382430. Gujarat, India

Satisfying Demands With Excellence

+91 91738 00343, 95108 02043
info@hetpump.co.in,
hetpumps2008@gmail.com

REF – HEPIPL / 002/23-24,

DATE. 31.03.2024

TO WHOM SO EVER IT MAY CONCERN

This Is to Certify That **"Rana Virpalsinh Karansinh"** is Working With Us In The **Het Engineering & Pumps Industries Private Limited,** as Quality Control Engineer cum Production Supervisor, since 10.08.2023 to till date – 31.03.2024 and continues....

He is honest, intelligent and efficient. His attendance and performance is praise worthy. His character and conduct are quite satisfactory.

During the period of his employment, we found him sincere, hardworking and a keen learner.

We wish him all the best in his future endeavors.

For, Het Engineering & Pumps Industries Private Limited,

Het Engineering & Pumps Industries Pvt. Ltd.

(Authorized Signatory)

Training and Placement Cell

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date:

HUMAN RESOURCE SOCIETY

1st Floor, Kaira Can Office Building,Anand-388001

Salary Slip for the month of May/2024

Training and Placement Cell

Emp ID	12862	Employee Name:	Sanjaykumar Karshanbhai
Pay Days	27	Designation	D.W.W
A/c No	118004061843	DOJ	01/05/2024
UAN No.	101568122641	DOB	20/02/1999
IFSC	GSCB0BKD137	Branch	Banas Dairy Skilled
Adhar no	869445817639		

Earnings	Actual Rate	Amount	Deductions	Amount
BASIC	497.00	13,419.00	PF	1,610.00
			PT	200.00
Total	**497.00**	**13,419.00**	**Total**	**1,810.00**

Net Pay 11,609.00

In Words **Rupees Eleven Thousand Six Hundred Nine Only**

Signature

This is computer generated Payslip.Hence no signature is required

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

Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Abhish Ronnie Pellissery,

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.

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We are committed to maintaining open and regular communication throughout this project to ensure transparency and collaboration. Our goal is to make this process as seamless and enjoyable as possible for you.

Thank you for choosing us for your Interior Architecture needs. We are confident that our expertise and dedication will result in a space that you will be proud of. We look forward to a successful partnership and to making your vision a reality.

Please expect a follow-up call from us within the next few days to arrange our first meeting. We are excited to get started and to create a space that reflects your style and objectives.

Warm regards,

Jayesh Vora
Architectural Services Head

Vora Jayesh

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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APPENDIX

Compensation & Benefits

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Salary break up details for Rs. 5,00,000/- per annum.

Salary Components	**Per Annum (In Rs.)**
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Special Allowance*	1,90,000
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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	

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

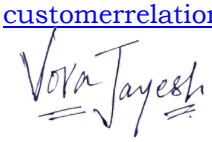
The performance pay is calculated on annual basic or the basic that you would have earned during the year.

Studio

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc







Ragin Ravindrab hai Shah

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

Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Anjali Alkesh Raithatha,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

Our team is eager to begin working on the design elements for the Interior Architecture, focusing on creating a functional, aesthetically pleasing, and sustainable environment. We understand the importance of this project to you, and we are dedicated to achieving the best possible outcome.

As part of our next steps, we will:

- Schedule an initial project kickoff meeting to discuss the project scope, timelines, and any specific requirements or preferences you may have.
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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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

APPENDIX

Compensation & Benefits

1. All entitlements given below are applicable after you have joined Studio. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

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Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc



Swaminarayan Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

Studio

Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Anjali Ramesh Rao,

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Architectural Services Head

Vora Jayesh

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Studio

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc



Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Mewada Arjun Prakashbhai,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

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Warm regards,

Jayesh Vora
Architectural Services Head
Vora Jayesh

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Compensation & Benefits

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Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc

Training and Placement Cell

Vora Jayesh

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Chelsi Mineshbhai Bhavsar,

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.

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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,

Jayesh Vora
Architectural Services Head

Vora Jayesh

Training and Placement Cell

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Studio

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc

Vora Jayesh

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Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Parmar Chirag Anilbhai,

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.

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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.

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Warm regards,

Jayesh Vora
Architectural Services Head
Vora Jayesh

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

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Studio

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc

Training and Placement Cell

Vora Jayesh

Swaminarayan Startup & Innovation University
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Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Damya Sanjaykumar Mehta,

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.

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Warm regards,

Jayesh Vora
Architectural Services Head

Vora Jayesh

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Studio

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc





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Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Devanshi Kishorbhai Khokhar,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

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Warm regards,

Jayesh Vora
Architectural Services Head

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Architectural Services Head

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Vora Jayesh

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Training and Placement Cell

Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Patel Gaurav Rajdharbhai,

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.

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Warm regards,

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Architectural Services Head

Vora Jayesh

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Studio

Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Patel Harsh Narsinhbhai,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

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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

Vora Jayesh

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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APPENDIX

Compensation & Benefits

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Salary break up details for Rs. 5,00,000/- per annum.

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
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Training and Placement Cell

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Studio

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc

Training and Placement Cell

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Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Jhanvi Amitbhai Mehta,

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.

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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,

Jayesh Vora
Architectural Services Head
Vora Jayesh

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Training and Placement Cell

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Training and Placement Cell

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Jayesh Vora

Architectural Services Head

customerrelations@studio.inc



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Training and Placement Cell

Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Jill Mukeshbhai Patel,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

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Warm regards,

Jayesh Vora
Architectural Services Head

Vora Jayesh

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Jayesh Vora

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Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Khushali Umeshkumar Mehta,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

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Warm regards,

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Architectural Services Head

Vora Jayesh

Training and Placement Cell

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Architectural Services Head

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Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Manali Hasmukhbhai Nagar,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

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Warm regards,

Jayesh Vora
Architectural Services Head

Training and Placement Cell

Vora Jayesh

Swarnim Startup & Innovation University
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Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Poojan Mukeshbhai Patel,

We are thrilled to have been selected as the Interior Architecture firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

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Ragin Ravindrabhai Shah

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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

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc

Training and Placement Cell

Vora Jayesh

Swaminarayan Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Puthenparampil Prince Thomaskutty,

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

Vora Jayesh

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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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
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	

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Studio

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc

Training and Placement Cell

Vora Jayesh

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Studio
Architecture, Interior Design &Landscape Design

Letter of Appointment

Date: 13th Dec 2021

Subject: Appointment Letter for Interior Architecture Services

Dear Sanjana Sribhagwan Choudhry,

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.
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We are committed to maintaining open and regular communication throughout this project to ensure transparency and collaboration. Our goal is to make this process as seamless and enjoyable as possible for you.

Thank you for choosing us for your Interior Architecture needs. We are confident that our expertise and dedication will result in a space that you will be proud of. We look forward to a successful partnership and to making your vision a reality.

Please expect a follow-up call from us within the next few days to arrange our first meeting. We are excited to get started and to create a space that reflects your style and objectives.

Warm regards,

Jayesh Vora
Architectural Services Head

Vora Jayesh

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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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
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Training and Placement Cell

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Studio

Jayesh Vora

Architectural Services Head

customerrelations@studio.inc







INTERIOR
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Arco, ID 83213
inquire@interior.mail
222 555 7777

Letter of Appointment

Date: 18th Nov 2021

Subject: Appointment Letter for Interior Design Services

Dear Kusum Santrambhai Vishwakarma,

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.

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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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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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
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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

Swaminarayan Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

INTERIOR
INC.

Arco, ID 83213
inquire@interior.mail
222 555 7777

Letter of Appointment

Date: 18th Nov 2021

Subject: Appointment Letter for Interior Design Services

Dear Niyati Rakeshbhai Patel,

We are thrilled to have been selected as the interior design firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

Our team is eager to begin working on the design elements for the interior designing, focusing on creating a functional, aesthetically pleasing, and sustainable environment. We understand the importance of this project to you, and we are dedicated to achieving the best possible outcome.

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We are committed to maintaining open and regular communication throughout this project to ensure transparency and collaboration. Our goal is to make this process as seamless and enjoyable as possible for you.

Thank you for choosing us for your interior design needs. We are confident that our expertise and dedication will result in a space that you will be proud of. We look forward to a successful partnership and to making your vision a reality.

Please expect a follow-up call from us within the next few days to arrange our first meeting. We are excited to get started and to create a space that reflects your style and objectives.

Warm regards,

Shreya Panchal
Director Head, Client Management

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Director Head, Client Management
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Bhoyan Rathod, Gandhinagar

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inquire@interior.mail
222 555 7777

Letter of Appointment

Date: 18th Nov 2021

Subject: Appointment Letter for Interior Design Services

Dear Vaibhavi Ramendra Patel,

We are thrilled to have been selected as the interior design firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

Our team is eager to begin working on the design elements for the interior designing, focusing on creating a functional, aesthetically pleasing, and sustainable environment. We understand the importance of this project to you, and we are dedicated to achieving the best possible outcome.

As part of our next steps, we will:

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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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Interior Inc.
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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

INTERIOR
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222 555 7777

Letter of Appointment

Date: 18th Nov 2021

Subject: Appointment Letter for Interior Design Services

Dear Mehta Ayushi Pareshbhai,

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.

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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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Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

INTERIOR
INC.

Arco, ID 83213
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222 555 7777

Letter of Appointment

Date: 18th Nov 2021

Subject: Appointment Letter for Interior Design Services

Dear Shivani Sunilkumar Kolhe,

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.

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Warm regards,

Shreya Panchal
Director Head, Client Management

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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APPENDIX

Compensation & Benefits

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
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Interior Inc.
Shreya Panchal
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customerrelations.int@interior.inc

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

INTERIOR
INC.

Arco, ID 83213
inquire@interior.mail
222 555 7777

Letter of Appointment

Date: 18th Nov 2021

Subject: Appointment Letter for Interior Design Services

Dear Yash Kantilal Baldaniya,

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.

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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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Shreya Panchal
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INTERIOR
INC.

Arco, ID 83213
inquire@interior.mail
222 555 7777

Letter of Appointment

Date: 18th Nov 2021

Subject: Appointment Letter for Interior Design Services

Dear Freny Nileshbhai Galani,

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.

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Warm regards,

Shreya Panchal
Director Head, Client Management

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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INTERIOR
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Arco, ID 83213
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222 555 7777

Letter of Appointment

Date: 18th Nov 2021

Subject: Appointment Letter for Interior Design Services

Dear Aisha Vijaysingh Tomar,

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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Warm regards,

Shreya Panchal
Director Head, Client Management

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

INTERIOR
INC.

Arco, ID 83213
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222 555 7777

Letter of Appointment

Date: 18th Nov 2021

Subject: Appointment Letter for Interior Design Services

Dear Asrar Anisahmed Dadu,

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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Warm regards,

Shreya Panchal
Director Head, Client Management

Training and Placement Cell

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INTERIOR
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Arco, ID 83213
inquire@interior.mail
222 555 7777

Letter of Appointment

Date: 18th Nov 2021

Subject: Appointment Letter for Interior Design Services

Dear Riya Rajubhai Sheth,

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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Shreya Panchal
Director Head, Client Management

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CREATIVE STUDIO

ARCHITECTS & INTERIOR DESIGNERS

WORK EXPERIENCE CERTIFICATE

Date: - 20-06-2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Kinjal Jain worked in our Organization as Interior Designer from 22-01-2022 To Present.

During her Tenure we found her hardworking and sincere. She fulfilled all the work responsibilities on time. We wish her Good Luck for her future endeavors.

Warm Regards,

For, Creative Studio

Authorized Signature.

Training and Placement Cell

Shop No. 4, K.V Compound, Opp. Mandakini Bldg., Ashokvan, Dahisar (E), Mumbai – 400068
Mob. No. +91 98197 37162 / 9924840011, Email: - mumbai.creativestudio@gmail.com

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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CREATIVE STUDIO
ARCHITECTS & INTERIOR DESIGNERS

WORK EXPERIENCE CERTIFICATE

Date: - 20-06-2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Pankati Sheth worked in our Organization as Interior Designer from 17-01-2022 To Present.

During her Tenure we found her hardworking and sincere. She fulfilled all the work responsibilities on time. We wish her Good Luck for her future endeavors.

Warm Regards,

For, Creative Studio

CREATIVE STUDIO MUMBAI

Authorized Signature.

Training and Placement Cell

Shop No. 4, K.V Compound, Opp. Mandakini Bldg., Ashokvan, Dahisar (E), Mumbai – 400068
Mob. No. +91 98197 37162 / 9924840011, Email: - mumbai.creativestudio@gmail.com

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For, Creative Studio

CREATIVE STUDIO · MUMBAI ·

Authorized Signature.

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node urban lab

Letter of Appointment

Date: 19th Dec 2022

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Michelle Chintan Chokshi,

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.
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- 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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

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** 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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

node urban lab

Letter of Appointment

Date: 19th Dec 2022

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Chaudhary Khusbu Bhagvanbhai,

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:

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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,

Jignesh Parekh

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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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.

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Training and Placement Cell

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Jignesh Parekh

Architectural Services Head

customerrelations@studio.inc

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

node urban lab

Letter of Appointment

Date: 19th Dec 2022

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Mayur Rajendrabhai Panchal,

We are thrilled to have been selected as the Junior Architect firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

Our team is eager to begin working on the design elements for the Interior Architecture, focusing on creating a functional, aesthetically pleasing, and sustainable environment. We understand the importance of this project to you, and we are dedicated to achieving the best possible outcome.

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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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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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.

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Training and Placement Cell

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Jignesh Parekh

Architectural Services Head

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node urban lab

Letter of Appointment

Date: 19th Dec 2022

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Bhatt Jignesh Nitinkumar,

We are thrilled to have been selected as the Junior Architect firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

Our team is eager to begin working on the design elements for the Interior Architecture, focusing on creating a functional, aesthetically pleasing, and sustainable environment. We understand the importance of this project to you, and we are dedicated to achieving the best possible outcome.

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Warm regards,

Jignesh Parekh

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

APPENDIX

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Swarnim Startup & Innovation University
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Training and Placement Cell

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Jignesh Parekh

Architectural Services Head

customerrelations@studio.inc

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

node urban lab

Letter of Appointment

Date: 19th Dec 2022

Subject: Appointment Letter for Junior Architect at Node Urban Lab

Dear Bharadwaj Chaitanyabhai Trivedi,

We are thrilled to have been selected as the Junior Architect firm for your project. This letter serves as a formal acknowledgment of our appointment and outlines our commitment to transforming your space according to your specifications and vision.

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Warm regards,

Jignesh Parekh

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Salary break up details for Rs. 5,00,000/- per annum.

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Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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Jignesh Parekh

Architectural Services Head

customerrelations@studio.inc

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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

Date: 25th Oct 2021

Letter of Appointment

Dear Manmeetsinh Vaghela,

Thank you for participating in our selection process. We are pleased to appoint 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.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Training and Placement Cell

- 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

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Date: 25th Oct 2021

Letter of Appointment

Dear Patel Heny Hitendrakumar,

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

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Grade: O-3	**Level: Senior Officer**	**Band: B-1**
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Training and Placement Cell

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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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Date: 25th Oct 2021

Letter of Appointment

Dear Dudhat Hashil Jagdishbhai,

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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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- 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

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Appointment Letter

28th August, 2021

To,
Mr. Pandya Pency Bharat

Dear Pandya Pency Bharat

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**.

		(Amount in Rupees.)		
Particulars		**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_____

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Appointment Letter

28th August, 2021

To,
Mr. Chaudhary Utsav Manubhai

Dear Chaudhary Utsav Manubhai

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**.

		(Amount in Rupees.)		
Particulars		**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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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Appointment Letter

28th August, 2021

To,

Mr. Patel Priyalben Kantilal.

Dear Patel Priyalben Kantilal.

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**.

		(Amount in Rupees.)		
Particulars		**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
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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_____

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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23rd September 2021 *Private & Confidential*

To
Chauhan Nikita Adveshkumar,

Subject: Appointment Letter

Dear **Chauhan Nikita,**

We are pleased to appoint you as **Business Development Executive Trainee (Grade: I)** with **Gati-Kintetsu Express Private Limited** ("Company").

The terms and conditions of your employment will be as follows:

1. Your date of joining with the Company on or before **30th September 2021.**
2. Your initial place of work will be **Bangalore (BLRS).**
3. For the initial 3 (three) months of training period, you will be paid a monthly Stipend of **₹ 15,000/- (Rupees Fifteen Thousand only**).
4. Post successful completion of your training period, your Total Cost to Company will be revised to **₹ 3,40,000/- (Rupees Three Lac Forty Thousand only**). Further, you will be entitled to **"**Benefits**"** as applicable to your grade. The components of your Total Cost to Company and details of the Benefits, Including Statutory benefits are provided in Annexure 'A' and will be governed by Company policies as amended from time to time.
5. The age of superannuation shall be 58 (fifty-eight) years and on the Basis of resume / documents submitted by you, at the time of joining.
6. Your normal working hours will as per your shift i.e. in case of General Shift it will be from 9:00 a.m. to 05:30 p.m., Monday to Saturday with a 30 (thirty) minutes lunch break. The Company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
7. You will be eligible for the following 30 (thirty) Leaves per Financial Year subject to prior approval from your reporting superior/manager. Accumulation/carry-forward of leaves will be as per the Company policy, as amended from time to time.
8. The Company will have the right to transfer you to any function or business group, any location within India or overseas, or to its affiliate and subsidiary companies, at any time in future. While on transfer, you will be governed by the rules, regulations and service conditions of that business, location and the company, as applicable. The Company also reserves the right to second your services to any affiliate company or any company within the Gati group of companies.
9. Whilst employed by the Company:
    a. You shall not undertake any other full time or part time employment or consultation or engage in any activities of a commercial or business nature, unrelated to your work, without prior written approval of the Company.
    b. You will be required to effectively carry out all the duties and responsibilities assigned to you by your supervisors, management and any other employee authorised by the Company to assign such duties and

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responsibilities. Your performance evaluation will be done periodically as per the Company's appraisal system and process.

c. Except in the ordinary course of your employment and unless otherwise required in the performance of your duties, you shall not divulge to any third party, any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval form an authorised person of the Company. All information that you receive or otherwise comes to your knowledge because of your employment with the Company is deemed confidential and any disclosure thereof, in breach of this clause, shall be a violation of the Company policies. The Company may, at its sole discretion file for injunctive reliefs in addition to any of the rights and remedies to which the Company is or may be entitled at law or in equity or otherwise under this agreement.

d. You confirm that there is no litigation /conviction against you before any court of law which involves any criminal offence or offences involving moral turpitude.

e. You confirm that you have disclosed fully all of your business interests to the Company whether or not they are similar to or in conflict with the business or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any of your immediate relatives. Also, you agree not to create or enter into such business interests during the course of your employment and, in the event, such interests occur for reasons beyond your control, you undertake to disclose fully and immediately to the Company any such interests or circumstances as and when they arise during your employment.

f. You will not bind the Company against a third party, in any manner whatsoever, thereby creating pecuniary or other obligations, without prior authorization in writing from an authorised person of the Company. You will exercise your best efforts to conserve the resources of the Company and incur expenses judiciously and within the authorized limits.

g. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all the Company's policies and procedures.

10. During the period of your employment with the Company and 12 (twelve) months thereafter, you agree:

    a. Not to solicit or induce any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor, business partner or in any other manner) to terminate their contractual relationship with the Company and become an employee of your then current company or offer services in any form or manner to any other company, person or entity;

    b. To keep the Company indemnified in respect of any loss/damages etc. that may be caused to it as a result of your act/omission/commission/negligence, breach of the terms or covenant of this Appointment Letter etc. ;

    c. To refrain from soliciting any customer, vendor, business partner, other business associate etc. of the Company to remove or reduce its business from the Company or its affiliates.

    d. In addition to your fulfilling the requirements of secrecy and confidentiality, as specified herein, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual / firm / institute / body corporate, etc., whether for any consideration or not.

11. The Company shall at all times have the right to access and monitor all the emails and other data files, created, sent, received or stored by you, using the Company facility and on the Company's system and such data/system shall be accessed by the Company at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times. You shall refrain from accessing such emails/data on a personal platform and failure to do so shall be considered a violation of Company's Code of Conduct and shall result in appropriate actions being taken against you.

12. The personally identifiable information provided by you in connection with your recruitment and during the

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Ragin Ravindrabhai Shah

the Company. The Company may provide this information to other parties authorized by law to receive it and/or in terms of the Company's privacy policy.

13. Your employment hereunder is contingent upon all information, facts and figures provided by you to the Company's representatives at any point in time, being accurate and true. The Company, at its discretion, may conduct background and medical checks including screenings for substance abuse as per Company policy including reference check prior to joining. In the event the results of such reference/ background checks or screenings for substance use are not to the Company's satisfaction, or it is detected that you have attempted to misrepresent, conceal and/or suppress any material information, then the Company shall be within its rights to summarily terminate your employment without assigning any reasons/or without any notice and/or any compensation whatsoever, besides taking any other legal action, as it deems appropriate.

14. You represent to the Company that at the time of commencing this employment, you are medically fit to be employed and perform the job responsibilities as discussed with you at hiring stage and before commencement of your employment.

15. Your employment may be terminated by either you or the Company, by providing a prior written notice ("Notice Period") as per Annexure 'B'. The Company may, however, at its discretion require you to serve the entire Notice Period or waive off part or full Notice Period or require payment for the remaining period in lieu thereof ("Notice Pay"). For the purpose of calculation, Notice Pay would refer to the last drawn monthly "Basic Salary" only. If you avail of any leave during the Notice Period, the period of notice shall get proportionately extended by the days equivalent to the leave availed during the Notice Period. If you fail to serve the full Notice Period or remit the Notice pay in lieu thereof as specified in Annexures 'B' for any reason whatsoever, Company reserves the right not to issue a Relieving/Experience Letter to you.

16. The Company reserves the right to terminate your employment immediately following due process, at any time, in case:

    a. You are found guilty of misconduct or of any offence involving moral turpitude, or you fail to observe without sufficient cause the Company's Code of Conduct, or other Company's policies or the Certified Standing Orders (as applicable).

    b. You are absent from work for a continuous period of 8 (eight) days (including overstay of sanctioned leave/training) without prior intimation and written approval. You will then be deemed to have abandoned employment voluntarily.

17. On termination of your employment:

    a. You shall not, for a period of 12 (twelve) months ("Non-Compete Period"), take employment with any company which engages, even partly, in the same or similar line of business as that of the Company. You acknowledge that any breach of the foregoing covenant may result in irremediable damage to the Company (hereinafter referred to as the "Non-Compete obligation"). Notwithstanding the above, the Company shall have right to claim damages arising out of your act of omission or commission of any of the terms of this Appointment Letter, besides getting injunctive relief of not joining the competitor / similar industry, as mentioned above or any other relief as made available under laws of the land.

    b. Without limiting the scope of the above, you will not divulge to your future employer any confidential and commercially sensitive information pertaining to the Company including, without limitation, any information meant exclusively to be in the possession of certain officers of the Company and which by virtue of your employment you had a recourse to such information; such confidential and commercially sensitive information shall include without limitation sales and customer leads, trade secrets, business, technical, financial, operational, marketing and economic information and any data of a secret and proprietary nature including any memorandum, reports and valuations to which you had a recourse or possession thereof during the subsistence of your employment.

    c. You shall immediately return to the Company all the assets and property of the Company including but not limited to notes, data, tapes, reference items, books, documents, effects, money, securities or other property; whether in hard or soft copy; which is in your possession or custody.

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Ragin Ravindrabhai Shah

18. The terms set out herein and the Annexures must be kept strictly confidential. You agree not to disclose it to any person or entity including the employees of the Company except as required by law or legal process. Your employment will take effect from the date of your joining. During the course of your employment, you will be governed by Company's policies including Code of Conduct and Certified Standing order (as applicable) available on the Company's intranet or otherwise as stated from time to time. The Company may, in its sole discretion and as it deems fit, revoke, modify, amend or change such policies and such change, modification or amendment shall take effect from the date as determined by the Company. This letter is in harmony with the Company's Code of Conduct and Certified Standing Order, as applicable, however in case of any conflict of any of the term of this Appointment Letter with Company's Code of Conduct or the Standing Order (as applicable) the latter shall prevail.
19. The terms of your employment shall be governed by the laws of India and the Courts at Hyderabad, Telangana State shall have exclusive jurisdiction.
20. The terms of your employment as contained herein, including the Annexures hereto, constitute the entire understanding between you and the Company and cancels and supersedes any previous agreement, understanding or arrangement whether oral or in writing relating thereto.

Kindly sign and return a copy of this letter including all Annexures 'A' to 'C' to confirm your unconditional acceptance of the terms and conditions set out herein latest by 3 (three) days from the date of this letter failing which the offer contained in this Appointment Letter shall stand automatically withdrawn.

We take this opportunity to extend to you a warm welcome to the Company and look forward to a mutually rewarding and enriching career.

Sincerely,



Authorized Signatory
Sayantani G

Agreed and Accepted
Chauhan Nikita





Annexure 'A'

Compensation Details

Components	**₹ per month**
Stipend (lump sum payout) as Trainee	15,000/-

Components (post completion of Training Period)	**₹ per annum**
1. Basic	86,700
2. House Rent Allowance	52,020
3 Compensatory Allowance	1,07,712
4. Adv against Statutory Bonus	16,800
I. PF Contribution	21,600
II. Gratuity	4,168
Total	**2,89,000**
Performance Pay	51,000
Grand Total	**3,40,000**

Benefits	
Group Term Life Insurance (Self)	**20,00,000**
Medical Insurance (Self + 5 dependents)	**2,00,000**
Personal Accidental Insurance (Self)	**11,56,000**

Note:

1. Performance Pay mentioned above is payable monthly subject to your Individual and Operating Unit performance. You should be active on the rolls of Company and not serving notice period on Performance Payout disbursement date in order to receive the payout.
2. Depending on the location and salary slab, you will either be covered in Employee State Insurance or Medical Insurance.
3. Gratuity mentioned above is indicative and payable as per the provisions of Payment of Gratuity Act, 1972.
4. The pay-out of above is subject to Company's policies, statutory laws and deduction of Income Tax as may be required in accordance with the applicable legislation(s), in force from time to time.
5. You will be entitled to receive mentioned Benefits after one month of joining.
6. In the event of your leaving the organization on voluntary grounds during the training period, 2 months' salary will be recovered towards induction and training expenses in your full & final settlement.
7. Under the directives of Company's Compliance Code of Conduct, it is expected of you to maintain absolute confidentiality about your remuneration and any breach of confidentiality leads to very stringent action.
8. Any expenses incurred either in the form of onetime payment or allowance, relocation related reimbursement, joining expenses and/or special reimbursement, will be recovered from your Full and Final settlement in case you exit from the services of the Company, for any reason whatsoever, within 1 (one) year of your availing such benefits.
9. The Company reserves the right to amend the Compensation structure and benefits coverage as it may deem fit.
10. The Company reimburses authorized expenses you incur on Company's business as per applicable Company policy. A guiding principle in settling expenses is that you should neither benefit nor lose financially as a result.

Training and Placement Cell

Ragin Ravindrabhai Shah

Annexure 'B'

Probation and Notice Period

1. You will be on a probationary review during the first 3 (three) months of your employment with the Company ("Probation Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period. The Company, at its sole discretion upon reviewing all relevant performance parameters during the Probation, may confirm your services, extend the Probation Period or terminate the probation, as it may deem fit in consultation with your reporting manager(s). However, unless you are informed in writing by the Company that your services are not confirmed, your services will deem to be confirmed at the end of your Probation Period.
2. During Probation Period your Notice Period will be 15 (fifteen) days. Upon successful completion of the Probation Period, your Notice Period will be 1 (one) month.

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Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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Annexure 'C'

List of Joining Documents

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

1. Latest Resume
2. Copy of eAadhaar Card
3. Proof of Age and Current Address (Passport / Ration Card / Driving License/ Voter's Id/House Lease Agreement, Telephone/Electricity Bill etc.)
4. Permanent Account No. (**PAN**)/Copy of PAN application (in case PAN is not available)
5. Universal Account Number (UAN) for Provident Fund contribution (applicable for those with prior contribution to Provident Fund)*
6. Education Documents (Certificate and Mark-Sheet)
    a. SSC
    b. HSC
    c. Graduation / post-graduation Degree / Diploma
    d. Professional Degree / Diploma
7. Relieving Letter/ Stamped Resignation Acceptance from last 2 (two) Employers, applicable for candidate with prior experience
8. Proof of your last drawn Salary of last 2 (two) companies with details Last 3 (three) months' salary slip/ Salary Annexure from previous employer(s)/ Bank Statement as a proof of salary credit/ Affidavit for Salary Declaration)
9. 4 (four) passport size colour photographs
10. 2 (two) professional references (with email address and telephone number)

Please Note that submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible, and thus consequently delay/impact:

a. The generation of Employee Code and Salary pay-out
b. Your coverage under Life Insurance, Mediclaim, Personal Accident Cover, etc.
c. Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in the Company's systems and records. Please inform the Company about any change in your address and telephone numbers and/or email id on immediate basis.

Please ensure your, Name, Father's/Guardian Name, Date of Birth is same in PAN and Aadhaar. In case of any mismatch, your Provident Fund contribution may get impacted.

Note:

To complete the joining formalities and induction you are required to report at **Chennai** and coordinate with **Vartika**, Contact No. +91 **7760277474**, who will assist you in the on boarding process.

Kindly sign and return the duplicate copy of this letter as a token of having accepted the offer and confirming therein your date of joining.

For further on boarding process & documentation **Sapna M,** and
Email ID – onboarding@gatikwe.com will get in touch with you, feel free to talk to her.

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

LAKMÉ
LEVER

18th March 2022

Tarapara Yash Dilipbhai
Swarrnim Startup & Innovation
University
Gandhi Nagar, Gujarat

Subject: Offer to join Lakme Lever as Trainee Salon Manager

Dear Yash,

We are pleased to offer you an employment with Lakme Lever Private Limited as the offer is subject to yourbeing found fit by our Medical Officer and clearance of your reference check and is valid for 7 days.

Details of Compensation	
Components	Amount
Basic	65520
HRA	26208
Supplementary Allowance	110880
Bonus	15792
Gross	218400
Company's Contribution to PF	21600
Total	240000

In addition, you will be eligible for Gratuity as per payment of Gratuity Act 1972.

The other terms and conditions of your employment will be as per the rules of the company, from time to time.

The above remuneration would be subject to deduction of tax at source as per the Rules of the Income Tax Act, in force from time to time.

On joining you will be on training for a period of six months. You will be subject to evaluation and assessment after completion of training. Based on results of your assessment your training period may be extended by further period of 3 months or on successful completion of training

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

you will be assigned the role of Salon Manager for any of the Lakme salons based out of Bangalore. You will be eligible for monthly incentive as per Company policy after being confirmed as SalonManager. During the training period, your services can be terminated by the Organization by giving noticeof one month or payment in lieu of such notice.

The training provided to you is designed to develop skills and expertise applicable to salon industry and beyondand empower you to become highly trained professional. As such, you are expected to complete the training period and continue to use the acquired skills on job and provide value added services to the Company for a period of one year thereafter. In view thereof, the Company shall offer you a Retention Bonus of Rs. 25,000/- (Rupees Twenty-Five Thousand only) subject to you successfully completing your employment term of 24 months from the date of Joining and adherence of Company terms and policies as applicable.

You will be expected to abide by all the rules of the Company as enforced from time to time.

If you agree, to the above terms and conditions, please return the copy of this letter duly signed in token of your acceptance of the offer.

Yours Faithfully,

Nishigandha Kulkarni
Head – HR & Training
Lakme Lever Private Limited

I have read and accept the offer.

Training and Placement Cell

DOJ

Name

Date

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

LAKMÉ
LEVER

18th March 2022

Patel Nirdesh Pankajkumar
Swarrnim Startup & Innovation
University
Gandhi Nagar, Gujarat

Subject: Offer to join Lakme Lever as Trainee Salon Manager

Dear Nirdesh,

We are pleased to offer you an employment with Lakme Lever Private Limited as the offer is subject to yourbeing found fit by our Medical Officer and clearance of your reference check and is valid for 7 days.

Details of Compensation	
Components	Amount
Basic	65520
HRA	26208
Supplementary Allowance	110880
Bonus	15792
Gross	218400
Company's Contribution to PF	21600
Total	240000

In addition, you will be eligible for Gratuity as per payment of Gratuity Act 1972.

The other terms and conditions of your employment will be as per the rules of the company, from time to time.

The above remuneration would be subject to deduction of tax at source as per the Rules of the Income Tax Act, in force from time to time.

On joining you will be on training for a period of six months. You will be subject to evaluation and assessment after completion of training. Based on results of your assessment your training period may be extended by further period of 3 months or on successful completion of training

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

you will be assigned the role of Salon Manager for any of the Lakme salons based out of Bangalore. You will be eligible for monthly incentive as per Company policy after being confirmed as SalonManager. During the training period, your services can be terminated by the Organization by giving noticeof one month or payment in lieu of such notice.

The training provided to you is designed to develop skills and expertise applicable to salon industry and beyondand empower you to become highly trained professional. As such, you are expected to complete the training period and continue to use the acquired skills on job and provide value added services to the Company for a period of one year thereafter. In view thereof, the Company shall offer you a Retention Bonus of Rs. 25,000/- (Rupees Twenty-Five Thousand only) subject to you successfully completing your employment term of 24 months from the date of Joining and adherence of Company terms and policies as applicable.

You will be expected to abide by all the rules of the Company as enforced from time to time.

If you agree, to the above terms and conditions, please return the copy of this letter duly signed in token of your acceptance of the offer.

Yours Faithfully,

Nishigandha Kulkarni
Head – HR & Training
Lakme Lever Private Limited

I have read and accept the offer.

DOJ

Name

Date

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

LAKMÉ
LEVER

18th March 2022

Pooja Laxmankumar Sen
Swarrnim Startup & Innovation
University
Gandhi Nagar, Gujarat

Subject: Offer to join Lakme Lever as Trainee Salon Manager

Dear Pooja,

We are pleased to offer you an employment with Lakme Lever Private Limited as the offer is subject to yourbeing found fit by our Medical Officer and clearance of your reference check and is valid for 7 days.

Details of Compensation	
Components	Amount
Basic	65520
HRA	26208
Supplementary Allowance	110880
Bonus	15792
Gross	218400
Company's Contribution to PF	21600
Total	240000

In addition, you will be eligible for Gratuity as per payment of Gratuity Act 1972.

The other terms and conditions of your employment will be as per the rules of the company, from time to time.

The above remuneration would be subject to deduction of tax at source as per the Rules of the Income Tax Act, in force from time to time.

On joining you will be on training for a period of six months. You will be subject to evaluation and assessment after completion of training. Based on results of your assessment your training period may be extended by further period of 3 months or on successful completion of training

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

you will be assigned the role of Salon Manager for any of the Lakme salons based out of Bangalore. You will be eligible for monthly incentive as per Company policy after being confirmed as SalonManager. During the training period, your services can be terminated by the Organization by giving noticeof one month or payment in lieu of such notice.

The training provided to you is designed to develop skills and expertise applicable to salon industry and beyondand empower you to become highly trained professional. As such, you are expected to complete the training period and continue to use the acquired skills on job and provide value added services to the Company for a period of one year thereafter. In view thereof, the Company shall offer you a Retention Bonus of Rs. 25,000/- (Rupees Twenty-Five Thousand only) subject to you successfully completing your employment term of 24 months from the date of Joining and adherence of Company terms and policies as applicable.

You will be expected to abide by all the rules of the Company as enforced from time to time.

If you agree, to the above terms and conditions, please return the copy of this letter duly signed in token of your acceptance of the offer.

Yours Faithfully,

Nishigandha Kulkarni
Head – HR & Training
Lakme Lever Private Limited

Training and Placement Cell

I have read and accept the offer.

DOJ

Name

Date

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Thrillophilia Offer Letter & Employment Agreement

Congratulations Patel Love Shaileshbhai

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

Thrillophilia is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Patel Love Shaileshbhai** The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

Rituja Khunteta

and

Patel Love Shaileshbhai

Training and Placement Cell

Signature -

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000
Variable component per annum: INR 60,000
*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

Terms and Conditions

1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

5. Salary

The basic salary payable to the Employee shall be increased annually by employee performance and company performance. Once the employee puts in his resignation letter, then during the notice period, salary will not be paid and will be cleared during settlement. During the probation period, salaries will be paid on the 15th of the next month. Once an employee gets confirmed after successful completion of his notice period, salary for a month is paid by the 5th of the next month.

6. Incentives

Employees will receive their Incentives on the basis of performance.

7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

11.3 Termination upon Death. If the employee dies during the period of employment this Agreement shall then be terminated. The employment Agreement may terminate upon proper notice after a merger or sale of assets by the Thrillophilia.

11.4 Termination or Assignment on Merger. In the event of a merger where the Thrillophilia is not the surviving entity, or of a sale of all or substantially all of the Thrillophilia 's assets, the Thrillophilia may, at

its sole option (1) assign this Agreement and all rights and obligations under it to any business entity that succeeds to all or substantially all of the Thrillophilia 's business through that merger or sale of assets, or

(2)on at least 30 days prior written notice to the Employee, terminate this Agreement effective on the date of the merger or sale of assets.

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Ragin Ravindrabhai Shah

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12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

(1) on the date of service, if served personally on the party to whom notice is to be given, or

(2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

17. Confidentiality

Even after the termination of the Agreement, the Employee may still have certain responsibilities such as keeping information confidential for five years and he cannot share any business secrets of Thrillophilia. Any information related to compensation need not be disclosed or discussed with any colleague.

18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

Agreed to and Accepted by :

Patel Love Shaileshbhai

Date: 05/03/2022

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Thrillophilia Offer Letter & Employment Agreement

Congratulations Patel Meet Ghanshyam

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

Thrillophilia is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Patel Meet Ghanshyam** The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

Rituja Khunteta

and

Patel Meet Ghanshyam

Signature -

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000
Variable component per annum: INR 60,000
*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

Terms and Conditions

1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

5. Salary

The basic salary payable to the Employee shall be increased annually by employee performance and company performance. Once the employee puts in his resignation letter, then during the notice period, salary will not be paid and will be cleared during settlement. During the probation period, salaries will be paid on the 15th of the next month. Once an employee gets confirmed after successful completion of his notice period, salary for a month is paid by the 5th of the next month.

6. Incentives

Employees will receive their Incentives on the basis of performance.

7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

11.3 Termination upon Death. If the employee dies during the period of employment this Agreement shall then be terminated. The employment Agreement may terminate upon proper notice after a merger or sale of assets by the Thrillophilia.

11.4 Termination or Assignment on Merger. In the event of a merger where the Thrillophilia is not the surviving entity, or of a sale of all or substantially all of the Thrillophilia 's assets, the Thrillophilia may, at

its sole option (1) assign this Agreement and all rights and obligations under it to any business entity that succeeds to all or substantially all of the Thrillophilia 's business through that merger or sale of assets, or

(2)on at least 30 days prior written notice to the Employee, terminate this Agreement effective on the date of the merger or sale of assets.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

(1) on the date of service, if served personally on the party to whom notice is to be given, or

(2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

17. Confidentiality

Even after the termination of the Agreement, the Employee may still have certain responsibilities such as keeping information confidential for five years and he cannot share any business secrets of Thrillophilia. Any information related to compensation need not be disclosed or discussed with any colleague.

18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

Agreed to and Accepted by :

Patel Meet Ghanshyam

Date: 05/03/2022

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Thrillophilia Offer Letter & Employment Agreement

Congratulations Raj Vishnubhai Panchal

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

Thrillophilia is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Raj Vishnubhai Panchal** The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

Rituja Khunteta

and

Raj Vishnubhai Panchal

Signature -

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000
Variable component per annum: INR 60,000
*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

Terms and Conditions

1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

5. Salary

The basic salary payable to the Employee shall be increased annually by employee performance and company performance. Once the employee puts in his resignation letter, then during the notice period, salary will not be paid and will be cleared during settlement. During the probation period, salaries will be paid on the 15th of the next month. Once an employee gets confirmed after successful completion of his notice period, salary for a month is paid by the 5th of the next month.

6. Incentives

Employees will receive their Incentives on the basis of performance.

7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.

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9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

11.3 Termination upon Death. If the employee dies during the period of employment this Agreement shall then be terminated. The employment Agreement may terminate upon proper notice after a merger or sale of assets by the Thrillophilia.

11.4 Termination or Assignment on Merger. In the event of a merger where the Thrillophilia is not the surviving entity, or of a sale of all or substantially all of the Thrillophilia 's assets, the Thrillophilia may, at

its sole option (1) assign this Agreement and all rights and obligations under it to any business entity that succeeds to all or substantially all of the Thrillophilia 's business through that merger or sale of assets, or

(2)on at least 30 days prior written notice to the Employee, terminate this Agreement effective on the date of the merger or sale of assets.

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12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

(1) on the date of service, if served personally on the party to whom notice is to be given, or

(2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

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16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

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18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

Agreed to and Accepted by :

Raj Vishnubhai Panchal

Date: 05/03/2022

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30- 9- 2021

APPOINTMENT LETTER

Dear Chauhan Kuldipsinh Arunsinh

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to AO you a position as **A3 – Software Trainee.** Our appointment 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.

SALARYCOMPONENTS	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

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

6. <u>Training Agreement</u>: 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 June 2022** . 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 AO 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

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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/- permonth 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) Fuel Bills 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 Driver allowance: 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.

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30- 9- 2021

APPOINTMENT LETTER

Dear Ghoghara Dhaval Ashokbhai

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to AO you a position as **A3 – Software Trainee.** Our appointment 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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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

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6. <u>Training Agreement</u>: 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 June 2022** . 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 AO 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

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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/- permonth 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) Fuel Bills 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 Driver allowance: 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

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Bhoyan Rathod, Gandhinagar

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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

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30 Sep 2022

Uditangshu Singh
#24/1 Noha Street,
Ahmedabad,
Gujarat - 380001, India

APPOINTMENT LETTER

Dear Uditangshu Singh,

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to appoint 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**	

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

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Ragin Ravindrabhai Shah

Training and Placement Cell

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 2021** . 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

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Bhoyan Rathod, Gandhinagar

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Note:

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- Balance amount of the flexi-pay will be part of Special Allowance.
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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.

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30- 9- 2021

APPOINTMENT LETTER

Dear Shivam Gor

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to AO you a position as **A3 – Software Trainee.** Our appointment 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.

SALARYCOMPONENTS	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

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

6. <u>Training Agreement</u>: 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 June 2022** . Upon joining and successful completion of your joining formalities, you will be appointed as **A3 – Software Trainee.**

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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

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Annexure I: Salary Components

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30- 9- 2021

APPOINTMENT LETTER

Dear Jaymish Gounder Shivshankar

On behalf of Quinnox Consultancy Services Limited (The Company) we are pleased to AO you a position as **A3 – Software Trainee.** Our appointment 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:

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COST TO COMPANY:	**350000**	

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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

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Ragin Ravindrabhai Shah

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23rd September 2021 *Private & Confidential*

To
Bhairwa Bharat Maheendra Bhai,

Subject: Appointment Letter

Dear **Bhairwa Bharat**

We are pleased to appoint you as **Business Development Executive Trainee (Grade: I)** with **Gati-Kintetsu Express Private Limited** ("Company").

The terms and conditions of your employment will be as follows:

1. Your date of joining with the Company on or before **30th September 2021.**
2. Your initial place of work will be **Bangalore (BLRS).**
3. For the initial 3 (three) months of training period, you will be paid a monthly Stipend of **₹ 15,000/- (Rupees Fifteen Thousand only**).
4. Post successful completion of your training period, your Total Cost to Company will be revised to **₹ 3,40,000/- (Rupees Three Lac Forty Thousand only**). Further, you will be entitled to **"**Benefits**"** as applicable to your grade. The components of your Total Cost to Company and details of the Benefits, Including Statutory benefits are provided in Annexure 'A' and will be governed by Company policies as amended from time to time.
5. The age of superannuation shall be 58 (fifty-eight) years and on the Basis of resume / documents submitted by you, at the time of joining.
6. Your normal working hours will as per your shift i.e. in case of General Shift it will be from 9:00 a.m. to 05:30 p.m., Monday to Saturday with a 30 (thirty) minutes lunch break. The Company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
7. You will be eligible for the following 30 (thirty) Leaves per Financial Year subject to prior approval from your reporting superior/manager. Accumulation/carry-forward of leaves will be as per the Company policy, as amended from time to time.
8. The Company will have the right to transfer you to any function or business group, any location within India or overseas, or to its affiliate and subsidiary companies, at any time in future. While on transfer, you will be governed by the rules, regulations and service conditions of that business, location and the company, as applicable. The Company also reserves the right to second your services to any affiliate company or any company within the Gati group of companies.
9. Whilst employed by the Company:
    a. You shall not undertake any other full time or part time employment or consultation or engage in any activities of a commercial or business nature, unrelated to your work, without prior written approval of the Company.
    b. You will be required to effectively carry out all the duties and responsibilities assigned to you by your supervisors, management and any other employee authorised by the Company to assign such duties and

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responsibilities. Your performance evaluation will be done periodically as per the Company's appraisal system and process.

c. Except in the ordinary course of your employment and unless otherwise required in the performance of your duties, you shall not divulge to any third party, any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval form an authorised person of the Company. All information that you receive or otherwise comes to your knowledge because of your employment with the Company is deemed confidential and any disclosure thereof, in breach of this clause, shall be a violation of the Company policies. The Company may, at its sole discretion file for injunctive reliefs in addition to any of the rights and remedies to which the Company is or may be entitled at law or in equity or otherwise under this agreement.

d. You confirm that there is no litigation /conviction against you before any court of law which involves any criminal offence or offences involving moral turpitude.

e. You confirm that you have disclosed fully all of your business interests to the Company whether or not they are similar to or in conflict with the business or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any of your immediate relatives. Also, you agree not to create or enter into such business interests during the course of your employment and, in the event, such interests occur for reasons beyond your control, you undertake to disclose fully and immediately to the Company any such interests or circumstances as and when they arise during your employment.

f. You will not bind the Company against a third party, in any manner whatsoever, thereby creating pecuniary or other obligations, without prior authorization in writing from an authorised person of the Company. You will exercise your best efforts to conserve the resources of the Company and incur expenses judiciously and within the authorized limits.

g. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all the Company's policies and procedures.

10. During the period of your employment with the Company and 12 (twelve) months thereafter, you agree:

    a. Not to solicit or induce any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor, business partner or in any other manner) to terminate their contractual relationship with the Company and become an employee of your then current company or offer services in any form or manner to any other company, person or entity;

    b. To keep the Company indemnified in respect of any loss/damages etc. that may be caused to it as a result of your act/omission/commission/negligence, breach of the terms or covenant of this Appointment Letter etc. ;

    c. To refrain from soliciting any customer, vendor, business partner, other business associate etc. of the Company to remove or reduce its business from the Company or its affiliates.

    d. In addition to your fulfilling the requirements of secrecy and confidentiality, as specified herein, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual / firm / institute / body corporate, etc., whether for any consideration or not.

11. The Company shall at all times have the right to access and monitor all the emails and other data files, created, sent, received or stored by you, using the Company facility and on the Company's system and such data/system shall be accessed by the Company at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times. You shall refrain from accessing such emails/data on a personal platform and failure to do so shall be considered a violation of Company's Code of Conduct and shall result in appropriate actions being taken against you.

12. The personally identifiable information provided by you in connection with your recruitment and during the

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Ragin Ravindrabhai Shah

the Company. The Company may provide this information to other parties authorized by law to receive it and/or in terms of the Company's privacy policy.

13. Your employment hereunder is contingent upon all information, facts and figures provided by you to the Company's representatives at any point in time, being accurate and true. The Company, at its discretion, may conduct background and medical checks including screenings for substance abuse as per Company policy including reference check prior to joining. In the event the results of such reference/ background checks or screenings for substance use are not to the Company's satisfaction, or it is detected that you have attempted to misrepresent, conceal and/or suppress any material information, then the Company shall be within its rights to summarily terminate your employment without assigning any reasons/or without any notice and/or any compensation whatsoever, besides taking any other legal action, as it deems appropriate.

14. You represent to the Company that at the time of commencing this employment, you are medically fit to be employed and perform the job responsibilities as discussed with you at hiring stage and before commencement of your employment.

15. Your employment may be terminated by either you or the Company, by providing a prior written notice ("Notice Period") as per Annexure 'B'. The Company may, however, at its discretion require you to serve the entire Notice Period or waive off part or full Notice Period or require payment for the remaining period in lieu thereof ("Notice Pay"). For the purpose of calculation, Notice Pay would refer to the last drawn monthly "Basic Salary" only. If you avail of any leave during the Notice Period, the period of notice shall get proportionately extended by the days equivalent to the leave availed during the Notice Period. If you fail to serve the full Notice Period or remit the Notice pay in lieu thereof as specified in Annexures 'B' for any reason whatsoever, Company reserves the right not to issue a Relieving/Experience Letter to you.

16. The Company reserves the right to terminate your employment immediately following due process, at any time, in case:

    a. You are found guilty of misconduct or of any offence involving moral turpitude, or you fail to observe without sufficient cause the Company's Code of Conduct, or other Company's policies or the Certified Standing Orders (as applicable).

    b. You are absent from work for a continuous period of 8 (eight) days (including overstay of sanctioned leave/training) without prior intimation and written approval. You will then be deemed to have abandoned employment voluntarily.

17. On termination of your employment:

    a. You shall not, for a period of 12 (twelve) months ("Non-Compete Period"), take employment with any company which engages, even partly, in the same or similar line of business as that of the Company. You acknowledge that any breach of the foregoing covenant may result in irremediable damage to the Company (hereinafter referred to as the "Non-Compete obligation"). Notwithstanding the above, the Company shall have right to claim damages arising out of your act of omission or commission of any of the terms of this Appointment Letter, besides getting injunctive relief of not joining the competitor / similar industry, as mentioned above or any other relief as made available under laws of the land.

    b. Without limiting the scope of the above, you will not divulge to your future employer any confidential and commercially sensitive information pertaining to the Company including, without limitation, any information meant exclusively to be in the possession of certain officers of the Company and which by virtue of your employment you had a recourse to such information; such confidential and commercially sensitive information shall include without limitation sales and customer leads, trade secrets, business, technical, financial, operational, marketing and economic information and any data of a secret and proprietary nature including any memorandum, reports and valuations to which you had a recourse or possession thereof during the subsistence of your employment.

    c. You shall immediately return to the Company all the assets and property of the Company including but not limited to notes, data, tapes, reference items, books, documents, effects, money, securities or other property; whether in hard or soft copy; which is in your possession or custody.

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Ragin Ravindrabhai Shah

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18. The terms set out herein and the Annexures must be kept strictly confidential. You agree not to disclose it to any person or entity including the employees of the Company except as required by law or legal process. Your employment will take effect from the date of your joining. During the course of your employment, you will be governed by Company's policies including Code of Conduct and Certified Standing order (as applicable) available on the Company's intranet or otherwise as stated from time to time. The Company may, in its sole discretion and as it deems fit, revoke, modify, amend or change such policies and such change, modification or amendment shall take effect from the date as determined by the Company. This letter is in harmony with the Company's Code of Conduct and Certified Standing Order, as applicable, however in case of any conflict of any of the term of this Appointment Letter with Company's Code of Conduct or the Standing Order (as applicable) the latter shall prevail.
19. The terms of your employment shall be governed by the laws of India and the Courts at Hyderabad, Telangana State shall have exclusive jurisdiction.
20. The terms of your employment as contained herein, including the Annexures hereto, constitute the entire understanding between you and the Company and cancels and supersedes any previous agreement, understanding or arrangement whether oral or in writing relating thereto.

Kindly sign and return a copy of this letter including all Annexures 'A' to 'C' to confirm your unconditional acceptance of the terms and conditions set out herein latest by 3 (three) days from the date of this letter failing which the offer contained in this Appointment Letter shall stand automatically withdrawn.

We take this opportunity to extend to you a warm welcome to the Company and look forward to a mutually rewarding and enriching career.

Sincerely,



Authorized Signatory
Sayantani G

Agreed and Accepted
Bhairwa Bharat Maheendra Bhai





Annexure 'A'

Compensation Details

Components	**₹ per month**
Stipend (lump sum payout) as Trainee	15,000/-

Components (post completion of Training Period)	**₹ per annum**
1. Basic	86,700
2. House Rent Allowance	52,020
3 Compensatory Allowance	1,07,712
4. Adv against Statutory Bonus	16,800
I. PF Contribution	21,600
II. Gratuity	4,168
Total	**2,89,000**
Performance Pay	51,000
Grand Total	**3,40,000**

Benefits	
Group Term Life Insurance (Self)	**20,00,000**
Medical Insurance (Self + 5 dependents)	**2,00,000**
Personal Accidental Insurance (Self)	**11,56,000**

Note:

1. Performance Pay mentioned above is payable monthly subject to your Individual and Operating Unit performance. You should be active on the rolls of Company and not serving notice period on Performance Payout disbursement date in order to receive the payout.
2. Depending on the location and salary slab, you will either be covered in Employee State Insurance or Medical Insurance.
3. Gratuity mentioned above is indicative and payable as per the provisions of Payment of Gratuity Act, 1972.
4. The pay-out of above is subject to Company's policies, statutory laws and deduction of Income Tax as may be required in accordance with the applicable legislation(s), in force from time to time.
5. You will be entitled to receive mentioned Benefits after one month of joining.
6. In the event of your leaving the organization on voluntary grounds during the training period, 2 months' salary will be recovered towards induction and training expenses in your full & final settlement.
7. Under the directives of Company's Compliance Code of Conduct, it is expected of you to maintain absolute confidentiality about your remuneration and any breach of confidentiality leads to very stringent action.
8. Any expenses incurred either in the form of onetime payment or allowance, relocation related reimbursement, joining expenses and/or special reimbursement, will be recovered from your Full and Final settlement in case you exit from the services of the Company, for any reason whatsoever, within 1 (one) year of your availing such benefits.
9. The Company reserves the right to amend the Compensation structure and benefits coverage as it may deem fit.
10. The Company reimburses authorized expenses you incur on Company's business as per applicable Company policy. A guiding principle in settling expenses is that you should neither benefit nor lose financially as a result.

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Ragin Ravindrabhai Shah

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Annexure 'B'

Probation and Notice Period

1. You will be on a probationary review during the first 3 (three) months of your employment with the Company ("Probation Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period. The Company, at its sole discretion upon reviewing all relevant performance parameters during the Probation, may confirm your services, extend the Probation Period or terminate the probation, as it may deem fit in consultation with your reporting manager(s). However, unless you are informed in writing by the Company that your services are not confirmed, your services will deem to be confirmed at the end of your Probation Period.
2. During Probation Period your Notice Period will be 15 (fifteen) days. Upon successful completion of the Probation Period, your Notice Period will be 1 (one) month.

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Ragin Ravindrabhai Shah

Annexure 'C'

List of Joining Documents

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

1. Latest Resume
2. Copy of eAadhaar Card
3. Proof of Age and Current Address (Passport / Ration Card / Driving License/ Voter's Id/House Lease Agreement, Telephone/Electricity Bill etc.)
4. Permanent Account No. (**PAN**)/Copy of PAN application (in case PAN is not available)
5. Universal Account Number (UAN) for Provident Fund contribution (applicable for those with prior contribution to Provident Fund)*
6. Education Documents (Certificate and Mark-Sheet)
    a. SSC
    b. HSC
    c. Graduation / post-graduation Degree / Diploma
    d. Professional Degree / Diploma
7. Relieving Letter/ Stamped Resignation Acceptance from last 2 (two) Employers, applicable for candidate with prior experience
8. Proof of your last drawn Salary of last 2 (two) companies with details Last 3 (three) months' salary slip/ Salary Annexure from previous employer(s)/ Bank Statement as a proof of salary credit/ Affidavit for Salary Declaration)
9. 4 (four) passport size colour photographs
10. 2 (two) professional references (with email address and telephone number)

Please Note that submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible, and thus consequently delay/impact:

a. The generation of Employee Code and Salary pay-out
b. Your coverage under Life Insurance, Mediclaim, Personal Accident Cover, etc.
c. Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in the Company's systems and records. Please inform the Company about any change in your address and telephone numbers and/or email id on immediate basis.

Please ensure your, Name, Father's/Guardian Name, Date of Birth is same in PAN and Aadhaar. In case of any mismatch, your Provident Fund contribution may get impacted.

Note:

To complete the joining formalities and induction you are required to report at **Chennai** and coordinate with **Vartika**, Contact No. +91 **7760277474**, who will assist you in the on boarding process.

Kindly sign and return the duplicate copy of this letter as a token of having accepted the offer and confirming therein your date of joining.

For further on boarding process & documentation **Sapna M,** and
Email ID – onboarding@gatikwe.com will get in touch with you, feel free to talk to her.

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

23rd September 2021 *Private & Confidential*

To
Goswami Akshat Rameshgiri,

Subject: Appointment Letter

Dear **Goswami Akshat,**

We are pleased to appoint you as **Business Development Executive Trainee (Grade: I)** with **Gati-Kintetsu Express Private Limited** ("Company").

The terms and conditions of your employment will be as follows:

1. Your date of joining with the Company on or before **30th September 2021.**
2. Your initial place of work will be **Bangalore (BLRS).**
3. For the initial 3 (three) months of training period, you will be paid a monthly Stipend of **₹ 15,000/- (Rupees Fifteen Thousand only**).
4. Post successful completion of your training period, your Total Cost to Company will be revised to **₹ 3,40,000/- (Rupees Three Lac Forty Thousand only**). Further, you will be entitled to **"**Benefits**"** as applicable to your grade. The components of your Total Cost to Company and details of the Benefits, Including Statutory benefits are provided in Annexure 'A' and will be governed by Company policies as amended from time to time.
5. The age of superannuation shall be 58 (fifty-eight) years and on the Basis of resume / documents submitted by you, at the time of joining.
6. Your normal working hours will as per your shift i.e. in case of General Shift it will be from 9:00 a.m. to 05:30 p.m., Monday to Saturday with a 30 (thirty) minutes lunch break. The Company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
7. You will be eligible for the following 30 (thirty) Leaves per Financial Year subject to prior approval from your reporting superior/manager. Accumulation/carry-forward of leaves will be as per the Company policy, as amended from time to time.
8. The Company will have the right to transfer you to any function or business group, any location within India or overseas, or to its affiliate and subsidiary companies, at any time in future. While on transfer, you will be governed by the rules, regulations and service conditions of that business, location and the company, as applicable. The Company also reserves the right to second your services to any affiliate company or any company within the Gati group of companies.
9. Whilst employed by the Company:
    a. You shall not undertake any other full time or part time employment or consultation or engage in any activities of a commercial or business nature, unrelated to your work, without prior written approval of the Company.
    b. You will be required to effectively carry out all the duties and responsibilities assigned to you by your supervisors, management and any other employee authorised by the Company to assign such duties and

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responsibilities. Your performance evaluation will be done periodically as per the Company's appraisal system and process.

c. Except in the ordinary course of your employment and unless otherwise required in the performance of your duties, you shall not divulge to any third party, any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval form an authorised person of the Company. All information that you receive or otherwise comes to your knowledge because of your employment with the Company is deemed confidential and any disclosure thereof, in breach of this clause, shall be a violation of the Company policies. The Company may, at its sole discretion file for injunctive reliefs in addition to any of the rights and remedies to which the Company is or may be entitled at law or in equity or otherwise under this agreement.

d. You confirm that there is no litigation /conviction against you before any court of law which involves any criminal offence or offences involving moral turpitude.

e. You confirm that you have disclosed fully all of your business interests to the Company whether or not they are similar to or in conflict with the business or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any of your immediate relatives. Also, you agree not to create or enter into such business interests during the course of your employment and, in the event, such interests occur for reasons beyond your control, you undertake to disclose fully and immediately to the Company any such interests or circumstances as and when they arise during your employment.

f. You will not bind the Company against a third party, in any manner whatsoever, thereby creating pecuniary or other obligations, without prior authorization in writing from an authorised person of the Company. You will exercise your best efforts to conserve the resources of the Company and incur expenses judiciously and within the authorized limits.

g. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all the Company's policies and procedures.

10. During the period of your employment with the Company and 12 (twelve) months thereafter, you agree:

    a. Not to solicit or induce any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor, business partner or in any other manner) to terminate their contractual relationship with the Company and become an employee of your then current company or offer services in any form or manner to any other company, person or entity;

    b. To keep the Company indemnified in respect of any loss/damages etc. that may be caused to it as a result of your act/omission/commission/negligence, breach of the terms or covenant of this Appointment Letter etc. ;

    c. To refrain from soliciting any customer, vendor, business partner, other business associate etc. of the Company to remove or reduce its business from the Company or its affiliates.

    d. In addition to your fulfilling the requirements of secrecy and confidentiality, as specified herein, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual / firm / institute / body corporate, etc., whether for any consideration or not.

11. The Company shall at all times have the right to access and monitor all the emails and other data files, created, sent, received or stored by you, using the Company facility and on the Company's system and such data/system shall be accessed by the Company at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times. You shall refrain from accessing such emails/data on a personal platform and failure to do so shall be considered a violation of Company's Code of Conduct and shall result in appropriate actions being taken against you.

12. The personally identifiable information provided by you in connection with your recruitment and during the

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the Company. The Company may provide this information to other parties authorized by law to receive it and/or in terms of the Company's privacy policy.

13. Your employment hereunder is contingent upon all information, facts and figures provided by you to the Company's representatives at any point in time, being accurate and true. The Company, at its discretion, may conduct background and medical checks including screenings for substance abuse as per Company policy including reference check prior to joining. In the event the results of such reference/ background checks or screenings for substance use are not to the Company's satisfaction, or it is detected that you have attempted to misrepresent, conceal and/or suppress any material information, then the Company shall be within its rights to summarily terminate your employment without assigning any reasons/or without any notice and/or any compensation whatsoever, besides taking any other legal action, as it deems appropriate.

14. You represent to the Company that at the time of commencing this employment, you are medically fit to be employed and perform the job responsibilities as discussed with you at hiring stage and before commencement of your employment.

15. Your employment may be terminated by either you or the Company, by providing a prior written notice ("Notice Period") as per Annexure 'B'. The Company may, however, at its discretion require you to serve the entire Notice Period or waive off part or full Notice Period or require payment for the remaining period in lieu thereof ("Notice Pay"). For the purpose of calculation, Notice Pay would refer to the last drawn monthly "Basic Salary" only. If you avail of any leave during the Notice Period, the period of notice shall get proportionately extended by the days equivalent to the leave availed during the Notice Period. If you fail to serve the full Notice Period or remit the Notice pay in lieu thereof as specified in Annexures 'B' for any reason whatsoever, Company reserves the right not to issue a Relieving/Experience Letter to you.

16. The Company reserves the right to terminate your employment immediately following due process, at any time, in case:

    a. You are found guilty of misconduct or of any offence involving moral turpitude, or you fail to observe without sufficient cause the Company's Code of Conduct, or other Company's policies or the Certified Standing Orders (as applicable).

    b. You are absent from work for a continuous period of 8 (eight) days (including overstay of sanctioned leave/training) without prior intimation and written approval. You will then be deemed to have abandoned employment voluntarily.

17. On termination of your employment:

    a. You shall not, for a period of 12 (twelve) months ("Non-Compete Period"), take employment with any company which engages, even partly, in the same or similar line of business as that of the Company. You acknowledge that any breach of the foregoing covenant may result in irremediable damage to the Company (hereinafter referred to as the "Non-Compete obligation"). Notwithstanding the above, the Company shall have right to claim damages arising out of your act of omission or commission of any of the terms of this Appointment Letter, besides getting injunctive relief of not joining the competitor / similar industry, as mentioned above or any other relief as made available under laws of the land.

    b. Without limiting the scope of the above, you will not divulge to your future employer any confidential and commercially sensitive information pertaining to the Company including, without limitation, any information meant exclusively to be in the possession of certain officers of the Company and which by virtue of your employment you had a recourse to such information; such confidential and commercially sensitive information shall include without limitation sales and customer leads, trade secrets, business, technical, financial, operational, marketing and economic information and any data of a secret and proprietary nature including any memorandum, reports and valuations to which you had a recourse or possession thereof during the subsistence of your employment.

    c. You shall immediately return to the Company all the assets and property of the Company including but not limited to notes, data, tapes, reference items, books, documents, effects, money, securities or other property; whether in hard or soft copy; which is in your possession or custody.

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18. The terms set out herein and the Annexures must be kept strictly confidential. You agree not to disclose it to any person or entity including the employees of the Company except as required by law or legal process. Your employment will take effect from the date of your joining. During the course of your employment, you will be governed by Company's policies including Code of Conduct and Certified Standing order (as applicable) available on the Company's intranet or otherwise as stated from time to time. The Company may, in its sole discretion and as it deems fit, revoke, modify, amend or change such policies and such change, modification or amendment shall take effect from the date as determined by the Company. This letter is in harmony with the Company's Code of Conduct and Certified Standing Order, as applicable, however in case of any conflict of any of the term of this Appointment Letter with Company's Code of Conduct or the Standing Order (as applicable) the latter shall prevail.
19. The terms of your employment shall be governed by the laws of India and the Courts at Hyderabad, Telangana State shall have exclusive jurisdiction.
20. The terms of your employment as contained herein, including the Annexures hereto, constitute the entire understanding between you and the Company and cancels and supersedes any previous agreement, understanding or arrangement whether oral or in writing relating thereto.

Kindly sign and return a copy of this letter including all Annexures 'A' to 'C' to confirm your unconditional acceptance of the terms and conditions set out herein latest by 3 (three) days from the date of this letter failing which the offer contained in this Appointment Letter shall stand automatically withdrawn.

We take this opportunity to extend to you a warm welcome to the Company and look forward to a mutually rewarding and enriching career.

Sincerely,



Authorized Signatory
Sayantani G

Agreed and Accepted
Goswami Akshat Rameshgiri





Ragin Ravindrabhai Shah

Annexure 'A'

Compensation Details

Components	**₹ per month**
Stipend (lump sum payout) as Trainee	15,000/-

Components (post completion of Training Period)	**₹ per annum**
1. Basic	86,700
2. House Rent Allowance	52,020
3 Compensatory Allowance	1,07,712
4. Adv against Statutory Bonus	16,800
I. PF Contribution	21,600
II. Gratuity	4,168
Total	**2,89,000**
Performance Pay	51,000
Grand Total	**3,40,000**

Benefits	
Group Term Life Insurance (Self)	**20,00,000**
Medical Insurance (Self + 5 dependents)	**2,00,000**
Personal Accidental Insurance (Self)	**11,56,000**

Note:

1. Performance Pay mentioned above is payable monthly subject to your Individual and Operating Unit performance. You should be active on the rolls of Company and not serving notice period on Performance Payout disbursement date in order to receive the payout.
2. Depending on the location and salary slab, you will either be covered in Employee State Insurance or Medical Insurance.
3. Gratuity mentioned above is indicative and payable as per the provisions of Payment of Gratuity Act, 1972.
4. The pay-out of above is subject to Company's policies, statutory laws and deduction of Income Tax as may be required in accordance with the applicable legislation(s), in force from time to time.
5. You will be entitled to receive mentioned Benefits after one month of joining.
6. In the event of your leaving the organization on voluntary grounds during the training period, 2 months' salary will be recovered towards induction and training expenses in your full & final settlement.
7. Under the directives of Company's Compliance Code of Conduct, it is expected of you to maintain absolute confidentiality about your remuneration and any breach of confidentiality leads to very stringent action.
8. Any expenses incurred either in the form of onetime payment or allowance, relocation related reimbursement, joining expenses and/or special reimbursement, will be recovered from your Full and Final settlement in case you exit from the services of the Company, for any reason whatsoever, within 1 (one) year of your availing such benefits.
9. The Company reserves the right to amend the Compensation structure and benefits coverage as it may deem fit.
10. The Company reimburses authorized expenses you incur on Company's business as per applicable Company policy. A guiding principle in settling expenses is that you should neither benefit nor lose financially as a result.

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Annexure 'B'

Probation and Notice Period

1. You will be on a probationary review during the first 3 (three) months of your employment with the Company ("Probation Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period. The Company, at its sole discretion upon reviewing all relevant performance parameters during the Probation, may confirm your services, extend the Probation Period or terminate the probation, as it may deem fit in consultation with your reporting manager(s). However, unless you are informed in writing by the Company that your services are not confirmed, your services will deem to be confirmed at the end of your Probation Period.
2. During Probation Period your Notice Period will be 15 (fifteen) days. Upon successful completion of the Probation Period, your Notice Period will be 1 (one) month.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Annexure 'C'

List of Joining Documents

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

1. Latest Resume
2. Copy of eAadhaar Card
3. Proof of Age and Current Address (Passport / Ration Card / Driving License/ Voter's Id/House Lease Agreement, Telephone/Electricity Bill etc.)
4. Permanent Account No. (**PAN**)/Copy of PAN application (in case PAN is not available)
5. Universal Account Number (UAN) for Provident Fund contribution (applicable for those with prior contribution to Provident Fund)*
6. Education Documents (Certificate and Mark-Sheet)
    a. SSC
    b. HSC
    c. Graduation / post-graduation Degree / Diploma
    d. Professional Degree / Diploma
7. Relieving Letter/ Stamped Resignation Acceptance from last 2 (two) Employers, applicable for candidate with prior experience
8. Proof of your last drawn Salary of last 2 (two) companies with details Last 3 (three) months' salary slip/ Salary Annexure from previous employer(s)/ Bank Statement as a proof of salary credit/ Affidavit for Salary Declaration)
9. 4 (four) passport size colour photographs
10. 2 (two) professional references (with email address and telephone number)

Please Note that submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible, and thus consequently delay/impact:

a. The generation of Employee Code and Salary pay-out
b. Your coverage under Life Insurance, Mediclaim, Personal Accident Cover, etc.
c. Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in the Company's systems and records. Please inform the Company about any change in your address and telephone numbers and/or email id on immediate basis.

Please ensure your, Name, Father's/Guardian Name, Date of Birth is same in PAN and Aadhaar. In case of any mismatch, your Provident Fund contribution may get impacted.

Note:

To complete the joining formalities and induction you are required to report at **Chennai** and coordinate with **Vartika**, Contact No. +91 **7760277474**, who will assist you in the on boarding process.

Kindly sign and return the duplicate copy of this letter as a token of having accepted the offer and confirming therein your date of joining.

For further on boarding process & documentation **Sapna M,** and
Email ID – onboarding@gatikwe.com will get in touch with you, feel free to talk to her.

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

23rd September 2021 *Private & Confidential*

To
Parekh Yash Sanjay Kumar,

Subject: Appointment Letter

Dear **Parekh Yash,**

We are pleased to appoint you as **Business Development Executive Trainee (Grade: I)** with **Gati-Kintetsu Express Private Limited** ("Company").

The terms and conditions of your employment will be as follows:

1. Your date of joining with the Company on or before **30th September 2021.**
2. Your initial place of work will be **Bangalore (BLRS).**
3. For the initial 3 (three) months of training period, you will be paid a monthly Stipend of **₹ 15,000/- (Rupees Fifteen Thousand only**).
4. Post successful completion of your training period, your Total Cost to Company will be revised to **₹ 3,40,000/- (Rupees Three Lac Forty Thousand only**). Further, you will be entitled to **"**Benefits**"** as applicable to your grade. The components of your Total Cost to Company and details of the Benefits, Including Statutory benefits are provided in Annexure 'A' and will be governed by Company policies as amended from time to time.
5. The age of superannuation shall be 58 (fifty-eight) years and on the Basis of resume / documents submitted by you, at the time of joining.
6. Your normal working hours will as per your shift i.e. in case of General Shift it will be from 9:00 a.m. to 05:30 p.m., Monday to Saturday with a 30 (thirty) minutes lunch break. The Company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
7. You will be eligible for the following 30 (thirty) Leaves per Financial Year subject to prior approval from your reporting superior/manager. Accumulation/carry-forward of leaves will be as per the Company policy, as amended from time to time.
8. The Company will have the right to transfer you to any function or business group, any location within India or overseas, or to its affiliate and subsidiary companies, at any time in future. While on transfer, you will be governed by the rules, regulations and service conditions of that business, location and the company, as applicable. The Company also reserves the right to second your services to any affiliate company or any company within the Gati group of companies.
9. Whilst employed by the Company:
    a. You shall not undertake any other full time or part time employment or consultation or engage in any activities of a commercial or business nature, unrelated to your work, without prior written approval of the Company.
    b. You will be required to effectively carry out all the duties and responsibilities assigned to you by your supervisors, management and any other employee authorised by the Company to assign such duties and

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Ragin Ravindrabhai Shah
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responsibilities. Your performance evaluation will be done periodically as per the Company's appraisal system and process.

c. Except in the ordinary course of your employment and unless otherwise required in the performance of your duties, you shall not divulge to any third party, any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval form an authorised person of the Company. All information that you receive or otherwise comes to your knowledge because of your employment with the Company is deemed confidential and any disclosure thereof, in breach of this clause, shall be a violation of the Company policies. The Company may, at its sole discretion file for injunctive reliefs in addition to any of the rights and remedies to which the Company is or may be entitled at law or in equity or otherwise under this agreement.

d. You confirm that there is no litigation /conviction against you before any court of law which involves any criminal offence or offences involving moral turpitude.

e. You confirm that you have disclosed fully all of your business interests to the Company whether or not they are similar to or in conflict with the business or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any of your immediate relatives. Also, you agree not to create or enter into such business interests during the course of your employment and, in the event, such interests occur for reasons beyond your control, you undertake to disclose fully and immediately to the Company any such interests or circumstances as and when they arise during your employment.

f. You will not bind the Company against a third party, in any manner whatsoever, thereby creating pecuniary or other obligations, without prior authorization in writing from an authorised person of the Company. You will exercise your best efforts to conserve the resources of the Company and incur expenses judiciously and within the authorized limits.

g. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all the Company's policies and procedures.

10. During the period of your employment with the Company and 12 (twelve) months thereafter, you agree:

    a. Not to solicit or induce any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor, business partner or in any other manner) to terminate their contractual relationship with the Company and become an employee of your then current company or offer services in any form or manner to any other company, person or entity;

    b. To keep the Company indemnified in respect of any loss/damages etc. that may be caused to it as a result of your act/omission/commission/negligence, breach of the terms or covenant of this Appointment Letter etc. ;

    c. To refrain from soliciting any customer, vendor, business partner, other business associate etc. of the Company to remove or reduce its business from the Company or its affiliates.

    d. In addition to your fulfilling the requirements of secrecy and confidentiality, as specified herein, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual / firm / institute / body corporate, etc., whether for any consideration or not.

11. The Company shall at all times have the right to access and monitor all the emails and other data files, created, sent, received or stored by you, using the Company facility and on the Company's system and such data/system shall be accessed by the Company at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times. You shall refrain from accessing such emails/data on a personal platform and failure to do so shall be considered a violation of Company's Code of Conduct and shall result in appropriate actions being taken against you.

12. The personally identifiable information provided by you in connection with your recruitment and during the

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

the Company. The Company may provide this information to other parties authorized by law to receive it and/or in terms of the Company's privacy policy.

13. Your employment hereunder is contingent upon all information, facts and figures provided by you to the Company's representatives at any point in time, being accurate and true. The Company, at its discretion, may conduct background and medical checks including screenings for substance abuse as per Company policy including reference check prior to joining. In the event the results of such reference/ background checks or screenings for substance use are not to the Company's satisfaction, or it is detected that you have attempted to misrepresent, conceal and/or suppress any material information, then the Company shall be within its rights to summarily terminate your employment without assigning any reasons/or without any notice and/or any compensation whatsoever, besides taking any other legal action, as it deems appropriate.

14. You represent to the Company that at the time of commencing this employment, you are medically fit to be employed and perform the job responsibilities as discussed with you at hiring stage and before commencement of your employment.

15. Your employment may be terminated by either you or the Company, by providing a prior written notice ("Notice Period") as per Annexure 'B'. The Company may, however, at its discretion require you to serve the entire Notice Period or waive off part or full Notice Period or require payment for the remaining period in lieu thereof ("Notice Pay"). For the purpose of calculation, Notice Pay would refer to the last drawn monthly "Basic Salary" only. If you avail of any leave during the Notice Period, the period of notice shall get proportionately extended by the days equivalent to the leave availed during the Notice Period. If you fail to serve the full Notice Period or remit the Notice pay in lieu thereof as specified in Annexures 'B' for any reason whatsoever, Company reserves the right not to issue a Relieving/Experience Letter to you.

16. The Company reserves the right to terminate your employment immediately following due process, at any time, in case:

    a. You are found guilty of misconduct or of any offence involving moral turpitude, or you fail to observe without sufficient cause the Company's Code of Conduct, or other Company's policies or the Certified Standing Orders (as applicable).

    b. You are absent from work for a continuous period of 8 (eight) days (including overstay of sanctioned leave/training) without prior intimation and written approval. You will then be deemed to have abandoned employment voluntarily.

17. On termination of your employment:

    a. You shall not, for a period of 12 (twelve) months ("Non-Compete Period"), take employment with any company which engages, even partly, in the same or similar line of business as that of the Company. You acknowledge that any breach of the foregoing covenant may result in irremediable damage to the Company (hereinafter referred to as the "Non-Compete obligation"). Notwithstanding the above, the Company shall have right to claim damages arising out of your act of omission or commission of any of the terms of this Appointment Letter, besides getting injunctive relief of not joining the competitor / similar industry, as mentioned above or any other relief as made available under laws of the land.

    b. Without limiting the scope of the above, you will not divulge to your future employer any confidential and commercially sensitive information pertaining to the Company including, without limitation, any information meant exclusively to be in the possession of certain officers of the Company and which by virtue of your employment you had a recourse to such information; such confidential and commercially sensitive information shall include without limitation sales and customer leads, trade secrets, business, technical, financial, operational, marketing and economic information and any data of a secret and proprietary nature including any memorandum, reports and valuations to which you had a recourse or possession thereof during the subsistence of your employment.

    c. You shall immediately return to the Company all the assets and property of the Company including but not limited to notes, data, tapes, reference items, books, documents, effects, money, securities or other property; whether in hard or soft copy; which is in your possession or custody.

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

18. The terms set out herein and the Annexures must be kept strictly confidential. You agree not to disclose it to any person or entity including the employees of the Company except as required by law or legal process. Your employment will take effect from the date of your joining. During the course of your employment, you will be governed by Company's policies including Code of Conduct and Certified Standing order (as applicable) available on the Company's intranet or otherwise as stated from time to time. The Company may, in its sole discretion and as it deems fit, revoke, modify, amend or change such policies and such change, modification or amendment shall take effect from the date as determined by the Company. This letter is in harmony with the Company's Code of Conduct and Certified Standing Order, as applicable, however in case of any conflict of any of the term of this Appointment Letter with Company's Code of Conduct or the Standing Order (as applicable) the latter shall prevail.
19. The terms of your employment shall be governed by the laws of India and the Courts at Hyderabad, Telangana State shall have exclusive jurisdiction.
20. The terms of your employment as contained herein, including the Annexures hereto, constitute the entire understanding between you and the Company and cancels and supersedes any previous agreement, understanding or arrangement whether oral or in writing relating thereto.

Kindly sign and return a copy of this letter including all Annexures 'A' to 'C' to confirm your unconditional acceptance of the terms and conditions set out herein latest by 3 (three) days from the date of this letter failing which the offer contained in this Appointment Letter shall stand automatically withdrawn.

We take this opportunity to extend to you a warm welcome to the Company and look forward to a mutually rewarding and enriching career.

Sincerely,



Authorized Signatory
Sayantani G

Agreed and Accepted
Parekh Yash Sanjay Kumar





Annexure 'A'

Compensation Details

Components	**₹ per month**
Stipend (lump sum payout) as Trainee	15,000/-

Components (post completion of Training Period)	**₹ per annum**
1. Basic	86,700
2. House Rent Allowance	52,020
3 Compensatory Allowance	1,07,712
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I. PF Contribution	21,600
II. Gratuity	4,168
Total	**2,89,000**
Performance Pay	51,000
Grand Total	**3,40,000**

Benefits	
Group Term Life Insurance (Self)	**20,00,000**
Medical Insurance (Self + 5 dependents)	**2,00,000**
Personal Accidental Insurance (Self)	**11,56,000**

Note:

1. Performance Pay mentioned above is payable monthly subject to your Individual and Operating Unit performance. You should be active on the rolls of Company and not serving notice period on Performance Payout disbursement date in order to receive the payout.
2. Depending on the location and salary slab, you will either be covered in Employee State Insurance or Medical Insurance.
3. Gratuity mentioned above is indicative and payable as per the provisions of Payment of Gratuity Act, 1972.
4. The pay-out of above is subject to Company's policies, statutory laws and deduction of Income Tax as may be required in accordance with the applicable legislation(s), in force from time to time.
5. You will be entitled to receive mentioned Benefits after one month of joining.
6. In the event of your leaving the organization on voluntary grounds during the training period, 2 months' salary will be recovered towards induction and training expenses in your full & final settlement.
7. Under the directives of Company's Compliance Code of Conduct, it is expected of you to maintain absolute confidentiality about your remuneration and any breach of confidentiality leads to very stringent action.
8. Any expenses incurred either in the form of onetime payment or allowance, relocation related reimbursement, joining expenses and/or special reimbursement, will be recovered from your Full and Final settlement in case you exit from the services of the Company, for any reason whatsoever, within 1 (one) year of your availing such benefits.
9. The Company reserves the right to amend the Compensation structure and benefits coverage as it may deem fit.
10. The Company reimburses authorized expenses you incur on Company's business as per applicable Company policy. A guiding principle in settling expenses is that you should neither benefit nor lose financially as a result.

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Annexure 'B'

Probation and Notice Period

1. You will be on a probationary review during the first 3 (three) months of your employment with the Company ("Probation Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period. The Company, at its sole discretion upon reviewing all relevant performance parameters during the Probation, may confirm your services, extend the Probation Period or terminate the probation, as it may deem fit in consultation with your reporting manager(s). However, unless you are informed in writing by the Company that your services are not confirmed, your services will deem to be confirmed at the end of your Probation Period.
2. During Probation Period your Notice Period will be 15 (fifteen) days. Upon successful completion of the Probation Period, your Notice Period will be 1 (one) month.

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexure 'C'

List of Joining Documents

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

1. Latest Resume
2. Copy of eAadhaar Card
3. Proof of Age and Current Address (Passport / Ration Card / Driving License/ Voter's Id/House Lease Agreement, Telephone/Electricity Bill etc.)
4. Permanent Account No. (**PAN**)/Copy of PAN application (in case PAN is not available)
5. Universal Account Number (UAN) for Provident Fund contribution (applicable for those with prior contribution to Provident Fund)*
6. Education Documents (Certificate and Mark-Sheet)
    a. SSC
    b. HSC
    c. Graduation / post-graduation Degree / Diploma
    d. Professional Degree / Diploma
7. Relieving Letter/ Stamped Resignation Acceptance from last 2 (two) Employers, applicable for candidate with prior experience
8. Proof of your last drawn Salary of last 2 (two) companies with details Last 3 (three) months' salary slip/ Salary Annexure from previous employer(s)/ Bank Statement as a proof of salary credit/ Affidavit for Salary Declaration)
9. 4 (four) passport size colour photographs
10. 2 (two) professional references (with email address and telephone number)

Please Note that submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible, and thus consequently delay/impact:

a. The generation of Employee Code and Salary pay-out
b. Your coverage under Life Insurance, Mediclaim, Personal Accident Cover, etc.
c. Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in the Company's systems and records. Please inform the Company about any change in your address and telephone numbers and/or email id on immediate basis.

Please ensure your, Name, Father's/Guardian Name, Date of Birth is same in PAN and Aadhaar. In case of any mismatch, your Provident Fund contribution may get impacted.

Note:

To complete the joining formalities and induction you are required to report at **Chennai** and coordinate with **Vartika**, Contact No. +91 **7760277474**, who will assist you in the on boarding process.

Kindly sign and return the duplicate copy of this letter as a token of having accepted the offer and confirming therein your date of joining.

For further on boarding process & documentation **Sapna M,** and
Email ID – onboarding@gatikwe.com will get in touch with you, feel free to talk to her.

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Vedantu
LIVE ONLINE TUTORING

Appointment Letter

26-10-2021

Dear **Chauhan Yatharthsinh Dharmendrasinh,**

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 **05-11-2021.**

Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.This offer is valid until **05-11-2021**.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!

Anand Prakash

Director & Co-

founder

Vedantu Innovations Pvt. Ltd.

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Vedantu Innovations Pvt. Ltd.
#1081, 2nd, 3rd & 4th Floor, 14th Main, Sector-3 HSR Layout, Bangalore, Karnataka, India 560102
CIN: U72900KA2011PTC060958
www.vedantu.com

Vedantu
LIVE ONLINE TUTORING

Annexure A

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Components Structure		
CTC as per offer	3,30,000	27,500
Employer Contribution to Provident Fund	21,600	1,800
NET CTC	**3,08,400**	**25,700**
Basic	1,80,000	15,000
Hra	72,000	6,000
Statutory Bonus	16,200	1,350
Sub Total A	**2,68,200**	**22,350**
Special Allowance	40,200	3,350
Fbp Sub Total B	**40,200**	**3,350**
Sub Total A And B	**3,08,400**	**25,700**
Deductions		
Provident Fund	21,600	1,800
Pt	2,400	200
Total Deductions	**24,000**	**2,000**
Estimated Take Home	**2,84,400**	**23,700**

* TDS applicable as per Income Tax and other applicable law.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Vedantu
LIVE ONLINE TUTORING

Appointment Letter

26-10-2021

Dear **Patel Manthan Rameshbhai,**

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 **05-11-2021.**

Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.This offer is valid until **05-11-2021**.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!

Anand Prakash

Director & Co-

founder

Vedantu Innovations Pvt. Ltd.

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexure A

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Components Structure		
CTC as per offer	3,30,000	27,500
Employer Contribution to Provident Fund	21,600	1,800
NET CTC	**3,08,400**	**25,700**
Basic	1,80,000	15,000
Hra	72,000	6,000
Statutory Bonus	16,200	1,350
Sub Total A	**2,68,200**	**22,350**
Special Allowance	40,200	3,350
Fbp Sub Total B	**40,200**	**3,350**
Sub Total A And B	**3,08,400**	**25,700**
Deductions		
Provident Fund	21,600	1,800
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Total Deductions	**24,000**	**2,000**
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* TDS applicable as per Income Tax and other applicable law.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Vedantu
LIVE ONLINE TUTORING

Appointment Letter

26-10-2021

Dear **Ketan Malawat,**

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 **05-11-2021.**

Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.This offer is valid until **05-11-2021.**

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!

Anand Prakash

Director & Co-

founder

Vedantu Innovations Pvt. Ltd.

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexure A

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
Components Structure		
CTC as per offer	3,30,000	27,500
Employer Contribution to Provident Fund	21,600	1,800
NET CTC	**3,08,400**	**25,700**
Basic	1,80,000	15,000
Hra	72,000	6,000
Statutory Bonus	16,200	1,350
Sub Total A	**2,68,200**	**22,350**
Special Allowance	40,200	3,350
Fbp Sub Total B	**40,200**	**3,350**
Sub Total A And B	**3,08,400**	**25,700**
Deductions		
Provident Fund	21,600	1,800
Pt	2,400	200
Total Deductions	**24,000**	**2,000**
Estimated Take Home	**2,84,400**	**23,700**

* TDS applicable as per Income Tax and other applicable law.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

Date: 25th Oct 2021

Letter of Appointment

Dear Rabadiya Minal Rajesh,

Thank you for participating in our selection process. We are pleased to appoint 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.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

LIFE GOALS. **DONE.**

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Strictly Personal & Confidential

Name: Hem Mehta
Date: 20th Nov 2021
Location: Swarrnim Startup & Innovation University

Subject: Appointment Letter

Dear *Hem Mehta*, with reference to our recent discussion and meeting, we are pleased to appoint you the position of Senior Relationship Manager in Grade L1B at Bajaj Allianz Life Insurance Co. Ltd. ("BALIC"). Please note that the location will be mentioned at the time of actual appointment/joining. Your CTC will be Rs. 3,50,000/- (Rupees Three Lakh fifty thousand Only) which also includes the company's contributions towards Provident Fund and Gratuity. Also enclosed with the offer letter is the annexure conveying the other benefits and terms that are normally made available to the employee.

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately.

The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BAJAJ Allianz Life as being suppressed by you.

Please keep the below documents ready before your Date of Joining. These documents need to be submitted to Bajaj Allianz Life Insurance Company on/before the date communicated to you.

- Copy of certificate & Mark sheets – Highest Qualification.
- Copy of relieving letters of last to last company (if applicable).
- Copy of resignation acceptance / relieving letter of current company.
- Copy of Aadhaar Card.
- Copy of PAN Card.
- Softcopy of a passport size photograph.

Thanks again for your interest in being employed with BAJAJ Allianz Life Insurance and we look forward to you joining our organization at the earliest.

Thanking you,
For Bajaj Allianz Life Insurance Company Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Other Benefits:

1. **Group Term Life Insurance:** You will be covered by a life insurance cover, for a sum assured equivalent to 60 of your monthly fixed basic salary. This cover remains only as long as you remain in the service of the Company, subject to the minimum limit of INR 10 lakhs. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.

2. **Group Personal Accident:** Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The Capital Sum Insured (CSI) is INR 5 lakhs. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.

3. You will be covered under the company group med claim policy. The company shall subsidize the annual premium to a limit of INR. 5,000 per annum. The balance amount, if any, shall be borne by you and recovered from your salary.

4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.

5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because of changes in statues. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company**.**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

LIFE GOALS. **DONE.**

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Strictly Personal & Confidential

Name: Nagar Rahul Jayeshbhai
Date: 20th Nov 2021
Location: Swarrnim Startup & Innovation University

Subject: Appointment Letter

***Dear Nagar Rahul Jayeshbhai*,** with reference to our recent discussion and meeting, we are pleased to appoint you the position of Senior Relationship Manager in Grade L1B at Bajaj Allianz Life Insurance Co. Ltd. ("BALIC"). Please note that the location will be mentioned at the time of actual appointment/joining. Your CTC will be Rs. 3,50,000/- (Rupees Three Lakh fifty thousand Only) which also includes the company's contributions towards Provident Fund and Gratuity. Also enclosed with the offer letter is the annexure conveying the other benefits and terms that are normally made available to the employee.

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately.

The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BAJAJ Allianz Life as being suppressed by you.

Please keep the below documents ready before your Date of Joining. These documents need to be submitted to Bajaj Allianz Life Insurance Company on/before the date communicated to you.

- Copy of certificate & Mark sheets – Highest Qualification.
- Copy of relieving letters of last to last company (if applicable).
- Copy of resignation acceptance / relieving letter of current company.
- Copy of Aadhaar Card.
- Copy of PAN Card.
- Softcopy of a passport size photograph.

Thanks again for your interest in being employed with BAJAJ Allianz Life Insurance and we look forward to you joining our organization at the earliest.

Thanking you,
For Bajaj Allianz Life Insurance Company Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Other Benefits:

1. **Group Term Life Insurance:** You will be covered by a life insurance cover, for a sum assured equivalent to 60 of your monthly fixed basic salary. This cover remains only as long as you remain in the service of the Company, subject to the minimum limit of INR 10 lakhs. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.

2. **Group Personal Accident:** Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The Capital Sum Insured (CSI) is INR 5 lakhs. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.

3. You will be covered under the company group med claim policy. The company shall subsidize the annual premium to a limit of INR. 5,000 per annum. The balance amount, if any, shall be borne by you and recovered from your salary.

4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.

5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because of changes in statues. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company**.**

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LIFE GOALS. **DONE.**

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Strictly Personal & Confidential

Name: Shreyas Tiwari Gangadhar
Date: 20th Nov 2021
Location: Swarrnim Startup & Innovation University

Subject: Appointment Letter

Dear *Shreyas Tiwari Gangadhar*, with reference to our recent discussion and meeting, we are pleased to appoint you the position of Senior Relationship Manager in Grade L1B at Bajaj Allianz Life Insurance Co. Ltd. ("BALIC"). Please note that the location will be mentioned at the time of actual appointment/joining. Your CTC will be Rs. 3,50,000/- (Rupees Three Lakh fifty thousand Only) which also includes the company's contributions towards Provident Fund and Gratuity. Also enclosed with the offer letter is the annexure conveying the other benefits and terms that are normally made available to the employee.

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately.

The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BAJAJ Allianz Life as being suppressed by you.

Please keep the below documents ready before your Date of Joining. These documents need to be submitted to Bajaj Allianz Life Insurance Company on/before the date communicated to you.

- Copy of certificate & Mark sheets – Highest Qualification.
- Copy of relieving letters of last to last company (if applicable).
- Copy of resignation acceptance / relieving letter of current company.
- Copy of Aadhaar Card.
- Copy of PAN Card.
- Softcopy of a passport size photograph.

Thanks again for your interest in being employed with BAJAJ Allianz Life Insurance and we look forward to you joining our organization at the earliest.

Thanking you,
For Bajaj Allianz Life Insurance Company Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Other Benefits:

1. **Group Term Life Insurance:** You will be covered by a life insurance cover, for a sum assured equivalent to 60 of your monthly fixed basic salary. This cover remains only as long as you remain in the service of the Company, subject to the minimum limit of INR 10 lakhs. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.

2. **Group Personal Accident:** Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The Capital Sum Insured (CSI) is INR 5 lakhs. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.

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5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

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8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company**.**

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Strictly Personal & Confidential

Name: Parbatani Tanvi Asarafbhai
Date: 20th Nov 2021
Location: Swarrnim Startup & Innovation University

Subject: Appointment Letter

Dear Parbatani Tanvi Asarafbhai, with reference to our recent discussion and meeting, we are pleased to appoint you the position of Senior Relationship Manager in Grade L1B at Bajaj Allianz Life Insurance Co. Ltd. ("BALIC"). Please note that the location will be mentioned at the time of actual appointment/joining. Your CTC will be Rs. 3,50,000/- (Rupees Three Lakh fifty thousand Only) which also includes the company's contributions towards Provident Fund and Gratuity. Also enclosed with the offer letter is the annexure conveying the other benefits and terms that are normally made available to the employee.

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately.

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- Copy of resignation acceptance / relieving letter of current company.
- Copy of Aadhaar Card.
- Copy of PAN Card.
- Copy of PAN Card.
- Softcopy of a passport size photograph.

Thanks again for your interest in being employed with BAJAJ Allianz Life Insurance and we look forward to you joining our organization at the earliest.

Thanking you,
For Bajaj Allianz Life Insurance Company Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Other Benefits:

1. **Group Term Life Insurance:** You will be covered by a life insurance cover, for a sum assured equivalent to 60 of your monthly fixed basic salary. This cover remains only as long as you remain in the service of the Company, subject to the minimum limit of INR 10 lakhs. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.

2. **Group Personal Accident:** Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The Capital Sum Insured (CSI) is INR 5 lakhs. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.

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Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

kotak
Kotak Mahindra Bank

Appointment Letter from Kotak Mahindra Bank

Candidate Name	Rutvik B Patel
Name of Institute	Swarrnim Startup & Innovation University
Date	21-Nov-22

We are pleased to offer 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

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Appointment Letter from Kotak Mahindra Bank

Candidate Name	Himesh Mineshkumar Patel
Name of Institute	Swarrnim Startup & Innovation University
Date	21-Nov-22

We are pleased to offer 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

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Appointment Letter from Kotak Mahindra Bank

Candidate Name	Yash Jignesh Shah
Name of Institute	Swarrnim Startup & Innovation University
Date	21-Nov-22

We are pleased to offer 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

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

jaro education®

Appointment Letter

28th August, 2021

To,

Mr. Chaudhary Tisha Manojbhai

Dear Chaudhary Tisha Manojbhai

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**.

		(Amount in Rupees.)		
Particulars		**Per Month**		**Per Annum**
Basic Salary	:	16,000		1,92,000
House Rent Allowance	:	8,000		96,000
Transport Reimbursement	:	1,600		19,200
Telephone Reimbursement	:	500		6,000
Statutory Bonus (Paid Monthly)	:	1,400		16,800
Special Allowance	:	12,500		1,50,000
Total		**40,000**		**4,80,000**
Daily Travel Reimbursement	:	3,000		36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000		1,20,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,000		24,000
CTC: Six Lakh Sixty Thousand only p.a.	**:**	**55,000**		**6,60,000**

Regards,
Jaro Education

Sushant Mallya
General Manager – Human Resource

I agree to the above terms & conditions_____Dated_____

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

jaro education®

Appointment Letter

28th August, 2021

To,

Mr. Kashish Anand

Dear Kashish Anand

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**.

		(Amount in Rupees.)		
Particulars		**Per Month**		**Per Annum**
Basic Salary	:	16,000		1,92,000
House Rent Allowance	:	8,000		96,000
Transport Reimbursement	:	1,600		19,200
Telephone Reimbursement	:	500		6,000
Statutory Bonus (Paid Monthly)	:	1,400		16,800
Special Allowance	:	12,500		1,50,000
Total		**40,000**		**4,80,000**
Daily Travel Reimbursement	:	3,000		36,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	10,000		1,20,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,000		24,000
CTC: Six Lakh Sixty Thousand only p.a.	**:**	**55,000**		**6,60,000**

Regards,
Jaro Education

Sushant Mallya
General Manager – Human Resource

I agree to the above terms & conditions_____Dated_____

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

PROPERTYPISTOL.com
NO ONE TARGETS YOUR NEED BETTER

Date: 20th May 2022

Name of Candidate: **Ms. Priya Agrawal**

Subject: Appointment Letter

Dear **Priya Agrawal,**

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 **15th July 2022.**

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

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

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

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

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms. Priya Agrawal**

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

PROPERTYPISTOL.com
NO ONE TARGETS YOUR NEED BETTER

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.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Training and Placement Cell

PROPERTYPISTOL.com
NO ONE TARGETS YOUR NEED BETTER

Date: 20th May 2022

Name of Candidate: **Mr. Priyank Nileshbhai Jani**

Subject: Appointment Letter

Dear **Priyank Nileshbhai Jani,**

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 **15th July 2022.**

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

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

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

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

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Priyank Nileshbhai Jani**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

PROPERTYPISTOL.com
NO ONE TARGETS YOUR NEED BETTER

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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Date : 16-Feb-2022

Appointment Letter

Dear **Ms. Shruti Patel**
Swarrnim Startup & Innovation University
Gandhinagar,Gujarat

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**03-Apr-2022**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**BENGALURU CENTRAL**
Location	:	**BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2022** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be canceled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

Training and Placement Cell

Swarrnim Startup & Innovation University Rathod, Gandhinagar
Ragin Ravindrabhai Shah

Annexure - A

NAME : **SHRUTI**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD**

DOJ : **03-Apr-2022**

Particulars	Amounts(Rs.)
Fixed Component	
Basic	**21600**
Advance Statuary Bonus	**4004**
Sub Total A	**25604**
Reimbursement	
Sub Total B	**0**
Variable Component	
Monthly Performance Linked Reimbursement*	**5586**
Sub Total B1	**5586**
Gratuity****	**1039**
Sub Total C	**1039**
Total Salary Package (A+B+B1+C)	**32229**
Total Salary Package Per Annum	**386748**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**31040**	**372480**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

Training and Placement Cell

CEASEFIRE INDUSTRIES PRIVATE LIMITED
B1, [illegible] Mohan Cooperative Industrial Estate,
Mathura Road, New [illegible]
Ph. [illegible] | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, "Doli Chamber", 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108
Connect Services +91 9540 666 666 +91 1800 120 3473 +91 120 4223473

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

Date: 24-01-2022

Subject: Appointment Letter

Dear Deep YogendraKumar Raval,

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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Annexure 1

Date: 24-01-2022
Name: Deep YogendraKumar Raval
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 Mediclaim: INR2,00,000 for self and dependents

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Date : 16-Feb-2022

Appointment Letter

Dear **Ms. Divya Jay Khambholja**
Swarrnim Startup & Innovation University
Gandhinagar,Gujarat

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**03-Apr-2022**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**BENGALURU CENTRAL**
Location	:	**BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2022** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be canceled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Training and Placement Cell

Arnab Kumar Das
Human Resource

CEASEFIRE INDUSTRIES PRIVATE LIMITED
B1, [illegible] Mohan Cooperative Industrial Estate,
Mathura Road, New [illegible]
Ph. [illegible] | response@ceasefire.in
www.ceasefire.in | SMS : Fire to 53030

Registered Office :
602, "Doli Chamber", 6th Floor, Behind
Strand Cinema, Colaba, Mumbai - 400005, India
Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108
Connect Services +91 9540 666 666 +91 1800 120 3473 +91 120 4223473

Swarrnim Startup & Innovation University Rathod, Gandhinagar
Ragin Ravindrabhai Shah

Annexure - A

NAME : **DIVYA**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD**

DOJ : **03-Apr-2022**

Particulars	Amounts(Rs.)
Fixed Component	
Basic	**21600**
Advance Statuary Bonus	**4004**
Sub Total A	**25604**
Reimbursement	
Sub Total B	**0**
Variable Component	
Monthly Performance Linked Reimbursement*	**5586**
Sub Total B1	**5586**
Gratuity****	**1039**
Sub Total C	**1039**
Total Salary Package (A+B+B1+C)	**32229**
Total Salary Package Per Annum	**386748**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**31040**	**372480**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

Training and Placement Cell

CEASEFIRE INDUSTRIES PRIVATE LIMITED
B1, 1st Floor, Manohar Cooperative Industrial Estate,
Mahakali Road, New Andheri (East), Mumbai - 400093
Ph. : 022-6834 3600 | response@ceasefire.in
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Swarnim Startup & Innovation University Bhoyan, Rathod, Gandhinagar
Ragin Ravindrabhai Shah

Date : 16-Feb-2022

Appointment Letter

Dear **Mr. Akash Singh**
Swarrnim Startup & Innovation University
Gandhinagar,Gujarat

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation	:	**CEASEFIRE MANAGEMENT TRAINEE**
Date of Joining	:	**03-Apr-2022**
Functional Band	:	**Front Liner/Business Development**
Department	:	**Sales**
Division	:	**CSD**
Salary	:	**As Per Annexure 'A'**
Reporting Branch	:	**BENGALURU CENTRAL**
Location	:	**BENGALURU**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **BENGALURU CENTRAL**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subect to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **03-Apr-2022** . Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company,the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be canceled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes
Your Sincerely,
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

Training and Placement Cell

Swarrnim Startup & Innovation University Rathod, Gandhinagar
Ragin Ravindrabhai Shah

Annexure - A

NAME : **AKASH**

DESIGNATION : **CEASEFIRE MANAGEMENT TRAINEE**

DIVISION : **CSD**

DOJ : **03-Apr-2022**

Particulars	Amounts(Rs.)
Fixed Component	
Basic	**21600**
Advance Statuary Bonus	**4004**
Sub Total A	**25604**
Reimbursement	
Sub Total B	**0**
Variable Component	
Monthly Performance Linked Reimbursement*	**5586**
Sub Total B1	**5586**
Gratuity****	**1039**
Sub Total C	**1039**
Total Salary Package (A+B+B1+C)	**32229**
Total Salary Package Per Annum	**386748**

Deductions	**Monthly TH**	**Annual TH**
Employee Welfare Trust	150	1800
Total	**150**	**1800**
Total TH	**31040**	**372480**

Additional Perks

Medical Insurance: Benefits available for self and family including spouse and upto 2 kids.

Leave Encashment: As per company's leave policy.

LTA: To be claimed post completion of 1 year of service with the company.

Medical Reimbursement: Medical Reimbursement can be claimed quarterly subject to submission of bills .

* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

** Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

*** Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

****Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes
For Ceasefire Industries Private Limited.

Arnab Kumar Das
Human Resource

Training and Placement Cell

CEASEFIRE INDUSTRIES PRIVATE LIMITED
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Tel.: 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136108
+91 9540 666 666
+91 1800 120 3473
+91 120 4223473

Ragin Ravindrabhai Shah

Date: 24-01-2022

Subject: Appointment Letter

Dear Shivang Koul

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





Ragin Ravindrab hai Shah

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

Annexure 1

Date: 24-01-2022
Name: Shivang Koul
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 Mediclaim: INR2,00,000 for self and dependents

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Training and Placement Cell

Date: 24-01-2022

Subject: Appointment Letter

Dear Avnish Mahendrabhai Pujara,

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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Annexure 1

Date: 24-01-2022
Name: Avnish Mahendrabhai Pujara
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 Mediclaim: INR2,00,000 for self and dependents

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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PROPERTYPISTOL.com
NO ONE TARGETS YOUR NEED BETTER

Date: 20th May 2022

Name of Candidate: **Ms. Priyankaben Harshadbhai Movadiya**

Subject: Appointment Letter

Dear Priyankaben Harshadbhai Movadiya**,**

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 **15th July 2022.**

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

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

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

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

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms.Priyankaben Harshadbhai Movadiya**

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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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.

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Verifone

April 22, 2022

Barot Kajal Maheshbhai

Dear Kajal,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd .A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Business Development Executive** as per the global title and referred as **BDE** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thirty Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

Kajal, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2022.** Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2022** together with signed copies of all the Annexure.

This employment letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Appointment Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,
for VeriFone India Technology Pvt. Ltd,

Ravi Nandamuri
Senior Director of HR Operations and Technology

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

VeriFone India Technology Pvt Ltd
A 101 & A 201, 1 st & 2nd Floor, Cyber Park, Electronic City Phase 1
Hosur Main Road, Bangalore 560100 India
(t) +91 80 4190 9500 | (f) +91 80 4190 9501| www.verifone.co.in

ACCEPTANCE

I, Kajal, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at VeriFone India Technology Pvt. Ltd. on_____, 2022.

Signature_____ Date _____, 2022

Kajal

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrab hai Shah

VeriFone India Technology Pvt Ltd
A 101 & A 201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1
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ANNEXURE 1 (a)

Verifone Annexure 1 (a) CONFIDENTIAL

Your annualized Compensation & Benefits statement

This is your personalized Compensation & Benefits statement. Incase you have any clarifications to seek, please contact your HR Manager.
Certain items have notional costs based on prevailing market practice.

Name	**Kajal**	**Location**	**Bangalore**
Designation	**Business Development Executive**	**Offer Date**	**April 22, 2022**

	Per month INR	Per annum INR
Basic Salary & D A	36,667	440,000
Housing Rent Allowance (H RA)	14,667	176,000
(HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		
Conveyance Allowance	1,600	19,200
Medical Allowance (paid on production of medical bills)		15,000
Flexible Benefit Plan		75,836
Employer Provident Fund Contribution		52,800
PF @ 12% of annual basic salary		
Retirals @ 4.81% of Annual Basic Salary		21,164
Gratuity @ 4.81%		
Total Compensation per annum		800,000

Other benefits not computed above:

Special Day Benefit
Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary
Executive Health Check Up ***
Executive health check up can be availed at identified hospitals
Annual Premium for Hospitalization Insurance ***
Accident Insurance Coverage ***

Work/Life balance benefits **

Such as Higher education assistance,Wedding assistance, Paternity/Maternity Leave etc
Reimbursement of petrol expenses (res-off-res) or Bus pass
If an employee owns & uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr
If an employee uses bus: Bus Pass Reimbursement will be paid on actual
Reimbursement of 90% of tuition fees for higher education
Higher education approved by the company & 10 days study leave/year
Reimbursement of telephone rental & call charges - need based
As per company guidelines
Adoption Benefits
8 days leave with pay & benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child & upto a max. of 2 children

All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.

Training and Placement Cell

Verifone

ANNEXURE 1 (b)

FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs.13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children *Hostel Rs.300/p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered.
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary After appropriate tax deductions	Maximum of FBP limit	Declaration

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

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

ANNEXURE A

Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

3. LEAVE RELATED

Annual Leave -
Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

Training and Placement Cell

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Ragin Ravindrabhai Shah
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6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".



Startup & Innovation University
Bhoyan Rathod, Gandhinagar
Ragin Ravindrab hai Shah

Verifone

ANNEXURE B

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.

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

3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.

    a) Transfer of the employee from one city to another
    b) Change of grade/level
    c) Change of residential accommodation
    d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.

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

    - 25% of the annual kitty in Q1
    - 25% of the annual kitty in Q2 & balance of Q1, if any
    - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
    - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

    Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.

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

6. All Salary / Benefits /Allowances /Re-imbursements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.
   Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Training and Placement Cell

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VeriFone India Technology Pvt Ltd
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ANNEXURE C

General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

Training and Placement Cell

Verifone

April 22, 2019

Shweta Upadhyaya

Dear Shweta,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd .A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Business Development Executive** as per the global title and referred as **BDE** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thirty Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

Shweta, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2019.** Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2019** together with signed copies of all the Annexure.

This employment letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Appointment Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,
for VeriFone India Technology Pvt. Ltd,

Training and Placement Cell

Ravi Nandamuri
Senior Director of HR Operations and Technology

Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

VeriFone India Technology Pvt Ltd
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ACCEPTANCE

I, Shweta, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at VeriFone India Technology Pvt. Ltd. on_____, 2019.

Signature_____ Date _____, 2019

Shweta

Training and Placement Cell

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

Verifone

ANNEXURE 1 (a)

Verifone Annexure 1 (a) CONFIDENTIAL

Your annualized Compensation & Benefits statement

This is your personalized Compensation & Benefits statement. Incase you have any clarifications to seek, please contact your HR Manager.
Certain items have notional costs based on prevailing market practice.

Name	**Shweta**	**Location**	**Bangalore**
Designation	**Business Development Executive**	**Offer Date**	**April 22, 2019**

	Per month INR	Per annum INR
Basic Salary & D A	36,667	440,000
Housing Rent Allowance (H RA)	14,667	176,000
(HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)		
Conveyance Allowance	1,600	19,200
Medical Allowance (paid on production of medical bills)		15,000
Flexible Benefit Plan		75,836
Employer Provident Fund Contribution		52,800
PF @ 12% of annual basic salary		
Retirals @ 4.81% of Annual Basic Salary		21,164
Gratuity @ 4.81%		
Total Compensation per annum		800,000

Other benefits not computed above:

Special Day Benefit
Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary
Executive Health Check Up ***
Executive health check up can be availed at identified hospitals
Annual Premium for Hospitalization Insurance ***
Accident Insurance Coverage ***

Work/Life balance benefits **

Such as Higher education assistance,Wedding assistance, Paternity/Maternity Leave etc
Reimbursement of petrol expenses (res-off-res) or Bus pass
If an employee owns & uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr
If an employee uses bus: Bus Pass Reimbursement will be paid on actual
Reimbursement of 90% of tuition fees for higher education
Higher education approved by the company & 10 days study leave/year
Reimbursement of telephone rental & call charges - need based
As per company guidelines
Adoption Benefits
8 days leave with pay & benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child & upto a max. of 2 children

All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.

Training and Placement Cell

Verifone

ANNEXURE 1 (b)

FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs.13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children *Hostel Rs.300/p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered.
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary After appropriate tax deductions	Maximum of FBP limit	Declaration

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

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

ANNEXURE A

Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

The company will also extend coverage to the employee under 24 hours Accident Insurance. The cover is up to 3 times of CTC. The company will pay the premium towards the same.

3. LEAVE RELATED

Annual Leave -
Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
- 4 years or more: 21 working days per year

Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

5. RETIREMENT BENEFITS

The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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ANNEXURE B

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.

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

3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.

    a) Transfer of the employee from one city to another
    b) Change of grade/level
    c) Change of residential accommodation
    d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.

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

    - 25% of the annual kitty in Q1
    - 25% of the annual kitty in Q2 & balance of Q1, if any
    - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
    - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

    Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.

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

6. All Salary / Benefits /Allowances /Re-imbursements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.
    Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Training and Placement Cell

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ANNEXURE C

General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

3. TRANSFERS

Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

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5. SUPERANNUATION

You will retire from the services of the company upon reaching the age of sixty. Such retirement upon reaching the age of superannuation (60), will be automatic and without any notice. Company however will have a right to retire you earlier from the services of the company any time after attaining the age of fifty-five, if it is of the opinion that you are not physically or mentally fit enough to perform your duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

Verifone

April 22, 2022

Shripad Sadanad Thote

Dear Sadanand,

We are pleased to offer you employment with VeriFone India Technology Pvt. Ltd .A101 & A201, 1st & 2nd Floor, Cyber Park, Electronic City Phase 1, Hosur Main Road, Bangalore 560100 India, subject to satisfactory references. You will be designated as **Business Development Executive** as per the global title and referred as **BDE** locally in India.

Your total compensation will be **CTC RS 8,00,000** per Annum (Rupees Eight Lakh Only). Your basic salary + DA will be **RS 4,40,000** per Annum (Rupees Four Lakh Forty Thousand Only). Your total entitlement for the Flexible Benefits Plan will be **RS 75,836** per Annum (Rupees Seventy Five Thousand Eight Hundred Thirty Six Only). Annexure A and B will illustrate Benefits plan applicable to you and Annexure C will indicate the general Terms & Conditions of employment.

Sadanand, we are looking forward to your joining the VeriFone India Technology Pvt. Ltd as soon as possible. Your date of joining will be **July 1 2022.** Please indicate your start date in the section below and kindly return a signed copy of this offer letter to myself at the above address by no later than **April 26 2022** together with signed copies of all the Annexure.

This employment letter is subject to satisfactory reference & background / employment verification and the company reserve's the unconditional right to withdraw the offer letter or terminate appointment due to any adverse report in this regard without any prior notice or payment of notice pay / compensatory claims or damages.

Please complete and scan all pages of the following documents in separate PDF files, and send back:

- Appointment Offer Letter
- International Patent and Confidential Agreement
- New Hire Input Sheet
- Pan Card
- Aadhaar Card
- Resignation Letter
- Insurance Enrollment Form
- Details for Payroll
- PF Form 2
- Form 11
- Gratuity Form

For any further information, please feel free to contact the undersigned at any time.

Sincerely,
for VeriFone India Technology Pvt. Ltd,

Training and Placement Cell

Ravi Nandamuri
Senior Director of HR Operations and Technology

Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

ACCEPTANCE

I, Sadanand, have carefully read and understand all the terms & conditions of the employment offer letter including that relating to satisfactory reference & background / employment verification and hereby affix my signature as a token of consent and unconditional acceptance of the same and undertake to report to work at VeriFone India Technology Pvt. Ltd. on_____, 2022.

Signature_____ Date _____, 2022

Sadanand

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

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ANNEXURE 1 (a)

Verifone Annexure 1 (a) CONFIDENTIAL

Your annualized Compensation & Benefits statement

This is your personalized Compensation & Benefits statement. Incase you have any clarifications to seek, please contact your HR Manager.
Certain items have notional costs based on prevailing market practice.

Name	**Sadanand**	**Location**	**Bangalore**
Designation	**Business Development Executive**	**Offer Date**	**April 22, 2022**

	Per month INR	Per annum INR
Basic Salary & D A	36,667	440,000
Housing Rent Allowance (H RA) (HRA is 50% of Basic Salary in metro cities and 40% of Basic Salary in non-metro cities)	14,667	176,000
Conveyance Allowance	1,600	19,200
Medical Allowance (paid on production of medical bills)		15,000
Flexible Benefit Plan		75,836
Employer Provident Fund Contribution PF @ 12% of annual basic salary		52,800
Retirals @ 4.81% of Annual Basic Salary Gratuity @ 4.81%		21,164
Total Compensation per annum		800,000

Other benefits not computed above:

Special Day Benefit
Reimbursement of dinner expenses up to Rs 2000 p.a. towards celebration of a special event such as birthday or wedding anniversary
Executive Health Check Up ***
Executive health check up can be availed at identified hospitals
Annual Premium for Hospitalization Insurance ***
Accident Insurance Coverage ***

Work/Life balance benefits **

Such as Higher education assistance,Wedding assistance, Paternity/Maternity Leave etc
Reimbursement of petrol expenses (res-off-res) or Bus pass
If an employee owns & uses a vehicle: Rs. 7.90 for 4 whlr / Rs. 3.00 for 2 whlr
If an employee uses bus: Bus Pass Reimbursement will be paid on actual
Reimbursement of 90% of tuition fees for higher education
Higher education approved by the company & 10 days study leave/year
Reimbursement of telephone rental & call charges - need based
As per company guidelines
Adoption Benefits
8 days leave with pay & benefits and reimbursement of legal adoption expenses, subject to a max. of Rs 10,000 per child & upto a max. of 2 children

All remuneration payments will be subject to deductions required by law including deductions in respect of tax and such other deductions and/or contributions as shall be required to be made pursuant to applicable laws.

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ANNEXURE 1 (b)

FLEXIBLE BENEFIT PLAN (Guidelines & List of Items)

#	ITEMS	MAXIMUM VALUE	SUPPORTING DOCUMENTS
1	LTA as applicable as per IT norms	Rs. 75,000/p.a.	Original Tickets and/or Cash Memos & Appropriate Leave
2	Telephone Reimbursement (Expenses towards a dedicated telephone account provided by an Telephone Service Provider)	Rs.12,000/p.a.	Proof of expense furnished by the TSP
3	Sodexo Passes	Rs.13,200/p.a.	Vouchers
4	Professional Development Allowance	Rs.50,000/p.a.	Original payment bills for higher education, trainings, workshops, in the name of the employee. The programs should be of benefit to VeriFone directly / indirectly. Pls consult your Manager/HR Manager for any clarification.
5	Children Allowance (Hostel and Education fees)	*Rs.4,800 /p.a. per child *Rs.9,600/p.a. for 2 max children *Hostel Rs.300/p.m. & * Tuition Fees Rs.100 /p.m.	Copy of the tuition/school/hostel fees payment receipts to be produced. Since this is an "allowance", the payment receipts dated any month during current FY will be considered.
6	Personal Pay through Payroll - Balance of the above items paid with the March Salary After appropriate tax deductions	Maximum of FBP limit	Declaration

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

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ANNEXURE A

Benefits Applicable to VeriFone India Technology Pvt. Ltd Employees

1. CONVEYANCE RELATED

In case an employee owns a vehicle and the same is used for company's work, the company will reimburse to the employee:

Mileage @ Rs. 3.00 per k.m. for a two wheeler OR @ Rs. 7.90 per km. for a car, for company's business, home-office-home travel included. Reimbursement of bus pass will be at actuals.

2. MEDICAL RELATED

The company will extend coverage under the Hospitalization insurance scheme for the Employee, Spouse, Children and dependent parents up to an annual limit of Rs.5,00,000/- (Five Hundred Thousand only) for family. The insurance coverage includes maternity costs for employees and spouses up to a maximum amount of Rs.50, 000/-. The premium for said coverage shall be paid by the company.

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Leave accrual is given in proportion to service period based on service years:

- 0 to 3 years: 15 working days per year
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Maximum accrual 60 work days. Encashment not permissible during service. Year for computation is from Jan 1 - Dec. 31.

Sick - cum - Casual Leave - Maximum 12 work days per annum. Maximum accrual 48 work days. No encashment. Year for computation - Jan 1 to Dec 31.

4. EDUCATION & TRAINING RELATED

The company will reimburse full expenses for the tuition fees and authorized related expenses for education programs undertaken by the employee if the same are authorized by the concerned Manager and Personnel Dept. prior to undertaking such education programs.

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The Company extends Provident Fund benefits to all employees as per Government norms. You will be entitled to Gratuity, upon completion of 5 years of continuous service with the Company, payable on superannuation or resignation whichever is earlier. Gratuity will be payable @ half month basic salary for every completed year of service, on the last drawn basic salary.

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6. FLEXIBLE BENEFITS PLAN

The employees are eligible to receive various other benefits as per the annexed "Flexible Benefits Plan".

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Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

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ANNEXURE B

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits (to be annexed) to this scheme. The selection of benefits must be done & communicated to the Payroll group in the month of April every year. All new employees are expected to do the same within two weeks of joining the company.

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

3. The menu of benefits finalized during the month of April cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.

    a) Transfer of the employee from one city to another
    b) Change of grade/level
    c) Change of residential accommodation
    d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children & parents.

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

    - 25% of the annual kitty in Q1
    - 25% of the annual kitty in Q2 & balance of Q1, if any
    - 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
    - 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

    Any unutilized amount in the kitty as of 20 March will be paid along with the March salary of the same year and tax recovered appropriately.

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

6. All Salary / Benefits /Allowances /Re-imbursements are subject to deduction at source as per applicable laws including Income Tax, Professional Tax. If any deduction is to be made either prospectively or retrospectively pursuant to any changes made by the Government of India or the Income Tax Dept. in the laws or interpretations thereof, the same will be recovered from your salary.
   Note: Any taxes relating to the components of salary will be to the account of the employee. The Company reserves the right to change the components of the salary.

7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

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ANNEXURE C

General Terms & Conditions of Employment Applicable to VeriFone India Technology Pvt. Ltd Employees

1. PROBATION PERIOD

This employment engages you to a probationary employment for 6 months prior to becoming a regular employee. Failure to qualify as a regular employee within the probationary period shall result in a written notice of termination of employment and termination without entitlement to any termination pay. After 6 months' probation period, if no performance concern pending in the interim, your employment status will be changed to regular employee."

2. NOTICE FOR SEPARATION

Your services can be terminated by either party by giving to the other, a notice of one month before completion of probation period and three months after completion of probation period; in writing. Company however, reserves its right to terminate your employment by giving to you salary and benefits for one month before completion of probation period and three months after completion of probation period; in lieu of the notice. Company reserves its right to recover on pro-rata basis if you fail to give to the company, adequate notice of your intention to terminate your employment.

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Your services can be transferred by the company from one location to another, one department to another, depending on the exigencies of business. It is a condition of employment that you can be transferred by the company anywhere outside India and that, you will abide by the instructions of the company in this regard. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, sister companies etc. as per the needs.

4. MEDICAL FITNESS

Your employment with the company and continuance thereof is subject to your medical fitness. You may be subject to medical examinations by the doctors appointed by the company as and when necessary. The opinion given by such doctors on status of your physical and mental health will be deemed as final. In case of any mental and/or physical incapacity if the company is of the opinion that you are not in a position to perform your assigned duties, the company will have a right to terminate your employment by giving you three months' notice in writing.

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6. GENERAL CONDITIONS

a) Your working hours, weekly off, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the establishment to which you will be attached and that you will follow all the disciplinary norms of the establishment at which you are posted. Such disciplinary norms and rules even if Annexure C/Page 2 they are different from establishment to establishment, you will accept the same as they exist, consequent to your transfers if any.

b) Terms & conditions of your employment not contained herein above will be governed by the standing order applicable to the establishment wherein you are posted. However, in event of non-applicability of the standing orders, the company will be guided by the broad principles of the Model Standing Orders as applicable to the State of your posting.

c) You will be governed by all the company's rules and regulations that are in force now and also those which may come into force from time to time even if they are not individually notified to you in writing. Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

d) During the tenure of your service with the Company, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.

e) Rules, regulations and other benefits of the Company as applicable to employees holding similar positions in the company will apply to you.

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

Date: February 10, 2024

LETTEROFAPPOINTMENT

Dear Abhishek Kumar Srivastava,

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you an appointment as **Executive – Consumer Operations** in One Mobikwik Systems Limited. The terms and conditions of your appointment are as follows:

1. APPOINTMENTSAND REPORTING
   a. Your date of appointment will be **February 15, 2024**. The terms and conditions of appointment shall be effective from your date of joining. In the event of you not joining on or before the aforementioned date of joining, all terms and conditions of the given letter will stand null, void and cancelled automatically.
   b. Your official working hours will be as per the Company policy and working days shall be **6 days** in a week. However, the official working days may vary depending on the needs of work and instruction of business head, which shall be final and binding on the employees.
   c. This Appointment shall stand null and void if any particulars furnished by you, are found to be incorrect on verification by the Company at any point in time.

2. COMPENSATIONAND REMUNERATION
   a. Your Cost to Company (CTC) shall be as per Annexure ' I' and may be subject to change from time to time by the Company.
   b. Your Variable pay shall be as per Annexure ' I' and may be subject to change from time to time by the Company. If you resign before the completion of your respective bonus period, you will not be eligible for the payout.
   c. You will not be eligible to receive the variable bonus payout if you are not an active employee with us or if you are serving the notice period on the date of release of the same.
   d. You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
   e. You shall be responsible for paying any taxes, direct or indirect, state, or local, whether payable in India or elsewhere, which may result from the remuneration. The Company is entitled to deduct from your remuneration, income tax, other taxes, and levies which it is liable to deduct at source as applicable.
   f. Your salary package is based on, besides your overall experience level in the 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 industry, may be unrealistic, misleading, and invidious.

3. POSTINGAND TRANSFER
   Your initial posting will be at **Dehradun.** However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

Training and Placement Cell

Ragin Ravindrabhai Shah

4. PROBATION/CONFIRMATION

You will be on probation for a period of Three (3) months from the date of your joining, where after, if your services are found satisfactory, you will be confirmed in the HR system. No written communication shall be shared for this. The Company reserves the rights to reduce/ dispense with or extend your probation period at its absolute discretion.

In case of previous experience, you are required to submit your reliving/experience letter within 1 month of your joining.

Your confirmation will be subject to satisfactory performance during the probationary period & submission of the complete documents. In Case of unsatisfactory performance, a Performance improvement plan might be initiated for you.

5. TERMINATION

a. During probation period your services can be terminated by One Mobikwik Systems Limited by giving 10 days written notice to you or payment of salary in lieu thereof. However, One Mobikwik Systems Limited may relieve you at any time during the notice period and without any compensation other than the payment of salary in lieu of the remaining period of notice.

b. Your confirmation is strictly subject to you successfully qualifying the assessment test given by the Company post the training period of 20 days (excluding weekends). In the event, you are not able to qualify the assessment test in accordance with the terms and conditions of the company, youwill be referred to the company HR for separationwith immediate effect.

c. After confirmation, One Mobikwik Systems Limited can terminate your services by giving 30 days written notice to you or payment of salary in lieu thereof. However, One Mobikwik Systems Limited may relieve you at any time during the notice period and without any compensation other than the payment of salary in lieu of the remaining period of notice.

d. One Mobikwik Systems Limited has the right to terminate your service without notice or payment of salary in lieu thereof if you commit any breach of your duties and responsibilities under this contract of service or are found guilty of any gross negligence or misconduct which contravenes the express or implied conditions of your service.

e. Absence for a continuous period of five working days without prior approval of your superior (including overstay on leave / training) would result in your service coming to an end without any notice or intimation.

6. NOTICE

After probation confirmation, you may resign from services by giving 30 days written notice to One Mobikwik Systems Limited or payment of salary in lieu thereof and before confirmation an employee has to serve 10 days or payment of salary in lieu thereof. If the exigencies of work so require, One Mobikwik Systems Limited may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to One Mobikwik Systems Limited to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter at its sole discretion.

Training and Placement Cell

Ragin Ravindrabhai Shah

7. CONFIDENTIALITY

a. You will maintain all information / documents / materials gathered by you during the course of your employment in strict confidence; this would include and not be limited to your offer and salary details also. You will not copy or make notes of such information / documents except in conjunction with your work for the company. You will not divulge to anyone outside the company or use any of the information / documents /materials gathered during the course of your employment for your own or anyone else's benefit, except that of the company's either during or after the term of your employment with the company. The aforesaidobligation shall also apply to proprietary / confidential information / documents of third parties received by you or the company in the normal course of your employment with the company.

All the research done, and data generated including that of the client database of One Mobikwik Systems Limited is the sole property of the organization. Unauthorized storing, copying, deleting, or transmitting (in hard/soft or any other means) of any other information will be in breach of contract, is a serious legal offense and strictly prohibited. This will lead to immediate termination without any notice. All losses on such offenses will have to be fully compensated in monetary terms.

8. NON– COMPETE

In signing this letter of appointment as acceptance, you agree that during the period of 1 year following the termination of services, you shall not:

a. Associate yourself with any competitor company for next one year and in case you join any competitor company you will be held responsible for civil and criminal liabilities in the jurisdiction of India.

b. Disclose any confidential information or trade secrets of the Company or any of its affiliates to any unauthorized person or persons or misuse confidential information or trade secrets of the Company or any of its affiliates.

9. LEAVESAND OTHER SERVICE BENEFITS

You will be entitled to 6 sick leaves, 6 casual leaves, 12 earned leaves, holidays, and other service benefits as per the policies and amendments in the same from time to time. You will also be entitled to Special Leave, Maternity/ Paternity, Sabbatical and Bereavement leaves as per the applicable condition according to the leave policy.

10. RESPONSIBILITIES& DUTIES

a. Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be involved to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results. You will be responsible for safekeeping and return in good condition and order of all the properties and assets of the company which may be in your use, custody, or charge.

b. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.

Training and Placement Cell

Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

c. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lectures, 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 for and obtained the written permission from the Company. Also, at any point of time you cannot indulge in any part-time, full time, temporary employment along with your present employment without prior written approval of the management.

d. 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 an association with the company and if you are offered any, you should immediately report the same to the management.

11. BACKGROUND CHECK

Your appointment is made relying upon the information furnished and representation made by you from time to time. The company and any of its employees/representatives and/or officials shall be entitled to conduct reference and background check form all the requisite sources including all your previous employers or references given by you and if not found suitable or any discrepancy is noted in regards to you or any of the statements, declarations or disclosures made by you the Company shall have full right and authority to terminate your services and take such future action as deemed necessary in the interest of the Company.

12. GROUPPERSONAL ACCIDENT POLICY (GPA)

Employees are covered under a Group Personal Accident (GPA) policy in the event of Permanent total disability/Permanent partial disability and Temporary Disability, arising out of an accident event. The sum assured under GPA policy is up to 10 lakhs rupees and may vary as per company policy. This policy does cover accidental death.

13. GROUP MEDICLAIMPOLICY

The employee and family member can avail Group Mediclaim (Hospitalization) Insurance facility, which covers self, spouse, two children under 5 lakh rupees and vary as per company policy.

14. RETIREMENT

The normal age of your retirement shall be 58 years and accordingly it is the condition of employment that you will automatically retire attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard. However, the Company may, in its sole discretion, require you to retire at any age after attaining the age of 50 years without assigning any reason whatsoever. Your Date of Birth as entered in the Company records is **June 01, 1999.**

15. DECLARATION

If you/ any member of your immediate family including spouse, children, parents, in -laws, or someone else with whom you have a familial relationship holds any significant investment OR holds a position OR does business OR is in a position to influence strategic decisions, with a firm that directly competes with MobiKwik, is a supplier or customer/client of MobiKwik, you will be required to disclose the same at the time of accepting the offer and before commencement of the employment as per Company's disclosure policy. Your failure to disclose the a fore mentioned may result in disciplinary action as per Company policy which may include termination of the employment.

Training and Placement Cell

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

16. APPOINTMENT INGOOD 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. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

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 matters including those not specifically covered here such as traveling, etc. you will be governed by the rules of the company as shall be in force from time to time.

We welcome you to the Mobikwik family and wishyoua rewarding career with us.

With best wishes,

For One Mobikwik Systems Limited



Ms. Upasana Rupkrishan Taku,
Chairperson, Whole-time Director and Chief Financial Officer, MobiKwik

I have read and understoodthe terms & conditionsof this letter and accept the same.

(Employee Signature)





Ragin Ravindrabhai Shah

Annexure – I

Breakup of Compensation Package (All figures are in INR)			
Particulars	**Monthly**	**Annually**	**Remarks**
Basic Salary	7,750	93,000	Paid monthly and taxable
House Rent Allowance (HRA)	3,875	46,500	Paid monthly and taxable; tax exemption is available subject to submission of original rent receipts and compliance with other conditions, as specified in the company policy
Statutory Bonus	1,120	13,440	As per bonus Act
Special Allowance	504	6,048	Paid monthly and taxable
Employee's Share of Provident Fund	1,126	11,886	Will be deducted from the monthly gross salary
Gross Salary	**14,375**	**1,70,874**	
Retiral Benefits Employer's Share of Provident Fund	1,126	13,512	Provident fund contribution is calculated @ 12% on basic salary, subject to ceiling limits of basic salary Rs 15,000 PM.
Cost to Company (CTC)	**15,501**	**1,84,386**	

Notes:

a. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961

b. Taxcomputation shall be subject to investment declaration submitted by you.

c. All the above components and benefits are as per the company's policies, which are subject to change from time to time without any prior intimation.

d. Leave Travel Allowance (LTA): By default, LTA is NOT a part of the salary structure. You can opt in for LTA to reduce tax deductions from your salary. In case you wish to do so, please inform the HR team in writing or through email. Once opted, it cannot be changed. If you join in the middle of the year, you will be entitled to LTA on a pro-rata basis. Paid once a year and tax free if all conditions related to LTA claim as specified under the Income Tax Act & company policy are complied with.

e. Telephone Allowance: By default, telephone allowance is NOT a part of the salary structure. You can opt in for telephone allowance to reduce tax deductions from your salary. In case you wish to do so, please inform the HR team in writing or through email. Once opted, it cannot be changed. Paid monthly and tax-free subject to submission of original telephone bills and compliance with other conditions, as specified in the company policy.

Training and Placement Cell

Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

PROPERTYPISTOL.com
NO ONE TARGETS YOUR NEED BETTER

Date: 20th May 2022

Name of Candidate: **Ms. Patel Pritikaben Kanubhai**

Subject: Appointment Letter

Dear **Patel Pritikaben Kanubhai,**

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 **15th July 2022.**

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

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

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

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

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Ms. Patel Pritikaben Kanubhai**

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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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.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

PROPERTYPISTOL.com
NO ONE TARGETS YOUR NEED BETTER

Date: 20th May 2022

Name of Candidate: **Mr. Gajjar Rajuben Ashok Kumar**

Subject: Appointment Letter

Dear **Gajjar Rajuben Ashok Kumar,**

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 **15th July 2023.**

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

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

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

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

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Gajjar Rajuben Ashok Kumar**

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

PROPERTYPISTOL.com
NO ONE TARGETS YOUR NEED BETTER

Annexure I

Earnings	Per Month	Annually
Basic Salary	17080	204960
HRA	6832	81984
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Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

NewWave
Passion for Success

APPOINTMENT LETTER

10-03-2022

To,

Parmar Mital Rajeshbhai,

Dear Ms. Mital

Further to the interview attended by you at our **Bangalore Office**, we are pleased to offer you an appointment as **Management Trainee at** our **Bangalore** Office.

Terms and Conditions.

- During your employment with the company, you will be under the training for a period of 3 months. Your confirmation at NewWave will be subject to your satisfactory performance in the given role. Upon Confirmation, you will be re-designated as ***Business Development & Response Specialist***

- The Company reserves the right to modify your compensation structure to include any other reimbursable expenses as part of your fixed monthly compensation structure, in line with statuary obligations from time-to-time. In any case, all liability towards your personal income tax and professional tax continues to rest with you.

- On completion of 2years at NewWave, you will be entitled for a ***Service Bonus Amount of Rs. 25,000/-***

- The Employee, as part of the consideration for the training efforts and costs involved, agreed to sign a bond for not leaving the services of the Company for a minimum period of **Two year** from the date of his/her joining the services of the Company.

- Your compensation would be as per the Annexures next page:

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

0-3 Months

Annexure 1:

CTC STRUCTURE		
Components	**Monthly**	**Quarterly**
Basic	8700	26100
HRA	3480	10440
Travel Allowance	1600	4800
Outfit Allowance	1000	3000
Medical Allowance	1250	3750
Special Allowance	1370	4110
Gross*	**17400**	**52200**
Deduction		
PF	1800	5400
ESI	131	392
Insurance	270	810
PT	200	600
Total Deduction	2401	7202
Take Home	**15000**	**44999**
Company Contribution		
PF	1800	5400
ESI	566	1696.5
Mobile	1000	3000
Total Fixed	**20200**	**60600**
Variable**	7886	23657
Total CTC	**28651**	**85954**

* TDS will be calculated based on the I.T Act of 1961.
**Payable Quarterly/Half Yearly based on your Target Achievement.

During your employment with the company, you will be under the evaluation for a period of another 3 months.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

You will be re-design the compensation would be as per the Annexure 2:

04-12 Months

Annexure 2:

CTC STRUCTURE		
Components	**Monthly**	**Annual**
Basic	13635	163620
HRA	5454	65448
Travel Allowance	1600	19200
Outfit Allowance	1000	12000
Medical Allowance	1250	15000
Special Allowance	4331	51972
Gross*	**27270**	**327240**
Deduction		
PF	1800	21600
Insurance	270	3240
PT	200	2400
Total Deduction	2270	27240
Take Home	**25000**	**300000**
Company Contribution		
PF	1800	21600
Mobile	1000	12000
Total Fixed	**30070**	**360840**
Variable**	12116	145389
Total CTC	**42186**	**506229**

* TDS will be calculated based on the I.T Act of 1961.

** Payable Quarterly/Half Yearly based on your Target Achievement.

Yours Faithfully
For Newwave Computing Pvt. Ltd
Narendranath JH
Manager-Human Resources

.....

Accepted & received

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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NewWave
Passion for Success

APPOINTMENT LETTER

10-03-2022

To, Rao Om Kalpesh,

Dear Mr. Rao Om

Further to the interview attended by you at our **Bangalore Office**, we are pleased to offer you an appointment as **Management Trainee at** our **Bangalore** Office.

Terms and Conditions.

- During your employment with the company, you will be under the training for a period of 3 months. Your confirmation at NewWave will be subject to your satisfactory performance in the given role. Upon Confirmation, you will be re-designated as ***Business Development & Response Specialist***

- The Company reserves the right to modify your compensation structure to include any other reimbursable expenses as part of your fixed monthly compensation structure, in line with statuary obligations from time-to-time. In any case, all liability towards your personal income tax and professional tax continues to rest with you.

- On completion of 2years at NewWave, you will be entitled for a ***Service Bonus Amount of Rs. 25,000/-***

- The Employee, as part of the consideration for the training efforts and costs involved, agreed to sign a bond for not leaving the services of the Company for a minimum period of **Two year** from the date of his/her joining the services of the Company.

- Your compensation would be as per the Annexures next page:

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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0-3 Months

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During your employment with the company, you will be under the evaluation for a period of another 3 months.

Ragin Ravindrabhai Shah

Training and Placement Cell

You will be re-design the compensation would be as per the Annexure 2:

04-12 Months

Annexure 2:

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Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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

You are directed to report for duty at **10.00 HRS on 01.07.2022** with the followingdocuments to complete your HR Formalities.

- Four Passport size recent photographs
- Xerox copies of Certificates and testimonials along with the original for our verification
- Xerox copy of our Motor Vehicle Driving License
- Relieving Letter from your present employer
- Address Proof (Driving License, Telephone Bill)

Kindly acknowledge a copy of this offer letter as a token of your acceptance. We look forward to having you on board to share our **"Passion for Success".**

Yours Faithfully
For Newwave Computing Pvt. Ltd
Narendranath JH …….
Manager-Human Resources **Accepted & received**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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

ARCHER
Transnational Systems Private Limited

Confidential & Privileged

19th April 2023

To,
Dimple Patel
169, Patel Faliya, Mankudi Village,
Mahisagar - 389265

Ref: AT/HR/APT/23/0495

Sub: Appointment Letter for the position of Lien Ops Associate

Dear Dimple,

Based on recent discussions and on the basis of the representations made by you in your curriculum vitae, we are pleased to offer you the position of **Lien Ops Associate** with **ARCHER Transnational Systems Pvt. Ltd.** on the following terms and conditions:

1. **Commencement of employment**
   Your employment will be effective from **19th April 2023.** This letter sets forth the terms of our appointment and will govern your employment. This letter supersedes all other letters pertaining to employment terms and conditions.

2. **Place of posting**
   Your place of posting will be at Vadodara, Gujarat. However, you may be posted or may be transferred to any department or branch offices of the Company or any other Company or subsidiary organization, if any, when formed or executed or any project undertaken by the Company, and you will submit to the regulations in force in that other establishment. Upon such transfer, to the extent necessary and subject to prior notice, the Company may modify the terms of your employment to reflect the requirements of the new location. Your services may be assigned, or you may be sent on deputation to any of the Group Companies/ Affiliates, Associates, Subsidiaries, or any Group company which may come into existence in future, of the Company as may be desired by the Company. The company shall reimburse to you all reasonable expenses incurred by you as per company policy.

3. **Job title**
   Your job title will be **Lien Ops Associate,** and you will follow the reporting hierarchy of the department at ARCHER Transnational Systems Pvt. Ltd. You will carry out such duties and comply with such instructions consistent with your position and status as the Company may reasonably determine from time to time. The Company reserves the right to amend your duties from time to time to meet the needs of the business. Your designation or Reporting Manager may be changed at the discretion of the Company depending on the work assigned to you.

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4. Salary

a) Your salary will include a Gross Package of **Rs. 2,00,000 /-** plus applicable allowances (shift, conveyance & food) to the eligible employees based on actual number of days worked. Revision in salary will not be automatic and will depend on your performance and the overall performance of the organization.

b) You will be able to be a part of the Performance Appraisal and Salary revision process only if you are on active payroll of ARCHER Transnational Systems Pvt. Ltd. and are not serving notice at the time of increment announcement and release of revised salary. The tax liability, if any, including income tax, arising on your compensation will be your personal liability and will be governed by the tax laws of the country wherein your services are provided. The Company reserves the right to deduct tax at source from any component of your compensation and take such other actions as required by applicable law.

c) Your individual remuneration is strictly confidential between you and the Company. These details shall not be disclosed, divulged, or discussed by you with anybody else, except Company authorized persons. Your individual remuneration has been determined based on numerous factors such as your job, skills-specific background, and professional merit. Non- compliance of this clause may result in disciplinary action up to and including termination.

5. Background check

a) The Company shall conduct a background and reference check as per Company policy and this appointment is conditional upon receiving positive feedback. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

b) The Company requires you to have a police clearance certificate as per Company policy and this appointment is conditional upon receiving positive feedback. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

6. Probation period

You will be on probation for six (6) months from the date of joining. Your probation period may be extended in writing if your performance is not considered satisfactory by the Company. Even without considering your performance, management reserves their right to extend your probation period in writing by not giving any specific reason for such extension. Your employment will not be confirmed until you are informed in writing that you have successfully completed your probation period.

7. Hours of Work

Your normal working hours are 12:00 PM to 9:00 PM (including lunch and tea breaks), with weekly off on Saturdays and Sundays. If your role requires you to work in shifts (including night shift) on a rotational basis, the shift pattern would be set out in the shift roaster relevant to your department.

The Company reserves the right to modify or alter your working hours. Any changes to working hours, based on business / government / other requirements, will be communicated to you.

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8. Termination of Employment Contract

c) Notice period for the purpose of separation from services during the probation period, by either side will be by a written intimation of One Month in advance or of One Month's fixed salary in lieu thereof. On completion of probation period and during confirmation period, the required notice period will be Two Months or Two Months of fixed salary in lieu thereof; by either side. Since the purpose of notice period is to ensure business continuity, in the eventuality of you separating from the Company of your own accord, serving of notice period shall be compulsory unless the Company after due consideration, agrees to accept payment in lieu of notice period. In the event that you abscond or leave the services of the Company without proper notice as provided herein, the Company will initiate legal proceedings against you and all costs/damages as a result of this action will be recovered from you. The resignation will be accepted only on your fulfilling the terms of the undertaking given by you during your employment.

d) Resignation is a confidential matter between you and the company, and any breach of confidentiality will be treated with the utmost seriousness.

e) During your notice period, you will not be eligible for any leaves unless agreed by your line manager. Any leaves or absenteeism not agreed by your line manager during your notice period will be considered as leave without pay wherein any leave during the notice period shall extend your notice period.

f) Upon successful completion of your separation clearance process formalities your Final settlement will take place.

g) You are required to sign an Undertaking with the Company on event of your separation, irrespective of your nature of separation.

h) 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:

i. Violation of any policies of Company.
ii. Continued performance which falls below the required standard.
iii. Violation of any agreements executed with Company.
iv. 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.
v. In case particulars mentioned in your application or unsubstantiated or discussions, papers submitted by you to the Company are found false or any certificates/testimonials or documentary evidence submitted by you are found to be false or incorrect and/ or that you have suppressed and/or withheld any information.
vi. In event of any discrepancies / discovery of a new fact related to your background & employment history.
vii. 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).
viii. If you have indulged in passage of Confidential Information of the Company, to any third party or otherwise, or have wilfully and deliberately violated or have breached any policies or internal regulations and conduct guidelines of the Company.
ix. In case you are involved in any offences against state as per Indian Penal Code 1860.
x. Continued absence for 3 working days without legitimate purpose and express permission in writing of the Management will be tantamount to misconduct for which your service will be liable for termination after proper inquiry in the matter.

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Ragin Ravindrabhai Shah

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xi. If at any time, in the opinion of the Company which shall be final and binding, you are found guilty of dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status or the post you hold in the company, or of any other conduct considered by the Company as detrimental to its interests or in violation of one or more terms and conditions of your employment.

9. Duties and Obligations:

a) You shall strive hard to promote the interest of the Company 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 Company.

b) The Company expects you to work with a high standard of ethical practices, initiative, efficiencies, during your employment. 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.

c) It is agreed and understood that in certain category of jobs and positions in the Company, including yours, Company makes or will make substantial investments and expenses to train employees with state-of-the-art technology and global insight in various aspects of work to be undertaken by the employee which leads to a tremendous value addition to the profile of such employees. Accepting and recognizing such investments and expenses incurred or to be incurred by the Company, such employees wilfully agree to execute a special binding agreement with the Company. You may upon accepting such considerations choose to allow the Company to make such investment upon your executing such an agreement. In case you decide to leave the Company, the Company has full right to recover all the direct and indirect expenses on your training incurred by the Company.

d) You agree to follow and comply with all the internal regulations, guidelines and policies of the Company as may be framed and circulated due to business exigencies or otherwise. You also accept the obligation to be in full compliance of all statutory laws and regulations for and on behalf of the Company as may be so expected or desired including the Cyber, IPR and other laws so as to not to in any manner prejudice the rights and interests of the Company.

e) You expressly agree to defend, indemnify, and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses, and liability arising from your acts or omissions. You agree that you will defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought, against the company on a claim that any materials, software or other writings or articles developed by you for the company during the course of your performance under this Agreement constitute an infringement of any patent or copyright, provided that you are promptly notified in writing.

f) You will not, unless specifically authorized by your superior officer in writing, give any interview related to ARCHER in any newspaper, magazine or write to press or media (print or electronic).

g) You verily agree and confirm by accepting the offer of appointment that the Company's internal information and its various business and operational practices and details including but

h) not limited to the details of Company's business processes, communications/mails, list and details of customers/ clients, technical know-how, financial records, commercial plans, business plans etc., which come into your knowledge or information are of a confidential/secret nature and you will always maintain the confidentiality of such information, details or processes. Divulging any such information or details in part or in whole can cause irreparable loss and injury to the Company and you duly accept and respect the same. You hereby confirm and acknowledge that fully appreciating

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the said confidentiality and sensitivities of such information, you will not directly or indirectly share or divulge to any third person or with anyone outside company network, including your personal e-mails during the period of your service and for a period of one year after cessation of your employment with the Company in written form or by word of mouth or otherwise.

i) You will not enter into any commitments or dealings on behalf of the Company for which you have no express and/or written authority.

j) You will be responsible for the safekeeping 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 any loss, damage, or non-return of any property of the Company in your possession and care, the Company will have a right, in its sole discretion, to either take steps to recover the said properties of the Company by due process of law or recover the original value of all such materials from you. The jurisdiction for litigation will be Vadodara city.

k) You will make available the records of communication exchanged through e-mail or phone, if required, in order to safeguard and protect the confidentiality of the Company's sensitive information.

l) Company shall have a further and additional right to take such other action as it deems proper in the event of your failure to account for or return such material or property as would be entrusted to you during the course of your employment to you or on your direction.

10. Unfair Practices

a) During the period of your employment with the Company, you shall not make any political contributions using Company funds or assets provided to any political party, political campaign, political candidate, or public official in India or any foreign country, unless the contribution is lawful and expressly authorized in writing by the Managing Director.

b) During the period of your employment with the Company, you shall not, either while acting on behalf of the Company or in the pretext thereof, accept from any person or entity, any consideration for any assessment or decision may be favourable to that person or entity. Such consideration shall include any item or conduct that may be of value such as a gift, bribe, payment, performance, favour, etc.

c) You shall not use Company funds for any unlawful & unethical purpose. Also, you shall not offer, give, or cause others to give, any payments for the purpose of influencing the recipient's business judgment.

11. Special Requirements

a) You acknowledge that in view of the Company's intention to conduct business and service customers all over the world, you shall conform to such additional practices as may be required by the Company.

b) Such practices may include:

I. A requirement to obtain end use statements from customers of products or services of the Company.

II. Special requirements prescribed by customers of the Company, including relating to standards for the protection of confidential information.

12. Dispute Resolution Mechanism

a) Any differences or disputes arising from this appointment letter regarding its performance shall be settled by an amicable effort on the part of both you and the Company. An attempt to arrive at a

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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settlement shall be deemed to have failed as soon as the Company or/and you notify each other in writing.

b) Courts at Vadodara shall have exclusive jurisdiction in connection with all the matters pertaining to this Appointment letter.

c) You herewith submit yourself to the exclusive jurisdiction of Vadodara.

13. General

a) You shall execute and strictly adhere to Employee Confidentiality, Inventions and Proprietary Rights Assignment and any other agreements with the company.

b) You may be selected and sponsored by the Company for familiarization/training assignments with our technical collaborators or any other institutions/organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training, including the travel fare and related expenses will be borne by the Company subject to any specific agreements which may be drawn up and executed by the Company and you for such purposes.

c) You will intimate in writing to the Management any change of address, telephone numbers, marital status, and academic qualifications 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 as per Indian Evidence Act 1872 and any amendment thereof.

d) Your present designation is subject to change depending upon the work assignment from time to time.

e) You will adhere to Standard Conditions of Employment i.e., various matters relating to your working with the Company, including but not limited to hours of work, holidays, leave, code of conduct etc.

f) The Standard Conditions of Employment may be changed by the Company from time to time at the sole discretion of the Company and such changed Standard Conditions of Employment shall become applicable to you forthwith.

14. Applicability of Company policy

The Company shall be entitled to make policy declarations from time to time 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.

In accordance with the standard practice of the Company, we request you to treat the terms of your employment as private & confidential.

15. Physical fitness

Your appointment and its continuance are subject to your being and remaining medically fit. The Company reserves the right to terminate your services if you are found to be suffering from any communicable disease or such ailment as causes or can cause danger to working environment and health of other employees.

16. Acceptance of our offer

Please, confirm your acceptance of this contract of employment by signing and returning the duplicate copy for my attention on receipt of this letter.

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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We welcome you and look forward to receiving your acceptance and to working with you.

Yours sincerely,

For **ARCHER Transnational Systems Pvt. Ltd.**

Ravikanth Betha Digitally signed by Ravikanth Betha
Date: 2023.05.02 04:55:07 -05'00'

Ravikanth Betha
Vice President Human Resources

Dimple Patel

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ARCHER
Transnational Systems Private Limited

Annexure-I

Name : Ms. Dimple Patel
Position : Lien Ops Associate
Emp. ID : ATS230495

Compensation Particulars	Annual Compensation
Basic	140000.00
Special Allowance	3274.00
Advance Statutory Bonus	28000.00
Leave Travel Allowance	0.00
Employer Contribution PF	21600.00
Employer Contribution ESIC	7126.00
Base Compensation	**200000.00**
Other allowance	48000.00
Gross Compensation	**248000.00**
Gross Compensation ESIC	**219274.00**
Potential Performance Bonus	16660.00
Gratuity	6734.00
Medical Insurance	10000.00
Accident Insurance	301.00
Annual Total CTC	**281695.00**

(*) Statutory deductions applicable as per State / Central Government Laws.

For **ARCHER Transnational Systems Pvt. Ltd.**

Ravikanth Betha Digitally signed by Ravikanth Betha Date: 2023.05.02 04:55:35 -05'00'

Ravikanth Betha
Vice President Human Resources

Dimple Patel

Training and Placement Cell

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Ragin Ravindrabhai Shah

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Business Development Executive

Dear Ms.Joshi Dhruvi Sudhirbhai

We are pleased to offer you full-time internship from 2nd February to 29th June,2022 and upon successful completion, position of Business Development Executive as full-time employee with DIVRT India Private limited will be provided from July/August 2022.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2022 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the departmental duties of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of 2 , 3 4 , 0 0 0 / - will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

(i) DIVRT compensation policy

(ii) Applicable laws

3. Other Terms and Conditions:

i. You will be governed by the terms and conditions applicable to your category of employees in our organization.

ii. Notice period for separation will be two (2) months.

iii. The components of your remuneration package are strictly confidential and are not to be disclosed/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

iv. This letter maybe retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.

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#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

5. list of documents to be submitted after accepting the offer letter:
You are also required to submit the documents mentioned below on the day of joining (if not yet submitted):

a. Aadhaar Card
b. Residence proof
c. Age Proof
d. Copies of all educational certificates (originals to be produced for verification)
e. Passport size photo - 3 Numbers (soft copy to be sent by email)
f. PAN card and
g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Business Development Executive

Dear Ms.Mishra Sapna Sunilkumar

We are pleased to offer you full-time internship from 2nd February to 29th June,2022 and upon successful completion, position of Business Development Executive as full-time employee with DIVRT India Private limited will be provided from July/August 2022.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2022 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the departmental duties of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of 2,34,000/- will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

(i) DIVRT compensation policy

(ii) Applicable laws

3. Other Terms and Conditions:

i. You will be governed by the terms and conditions applicable to your category of employees in our organization.

ii. Notice period for separation will be two (2) months.

iii. The components of your remuneration package are strictly confidential and are not to be disclosed/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

iv. This letter maybe retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.

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DIVRT (INDIA) PVT. LTD.

5. list of documents to be submitted after accepting the offer letter:
You are also required to submit the documents mentioned below on the day of joining (if not yet submitted):

a. Aadhaar Card
b. Residence proof
c. Age Proof
d. Copies of all educational certificates (originals to be produced for verification)
e. Passport size photo - 3 Numbers (soft copy to be sent by email)
f. PAN card and
g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Business Development Executive

Dear Mr.Pandey Rajeshwari Prabhakar

We are pleased to offer you full-time internship from 2nd February to 29th June,2022 and upon successful completion, position of Business Development Executive as full-time employee with DIVRT India Private limited will be provided from July/August 2022.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2022 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the departmental duties of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of 2 , 3 4 , 0 0 0 / - will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

(i) DIVRT compensation policy

(ii) Applicable laws

3. Other Terms and Conditions:

i. You will be governed by the terms and conditions applicable to your category of employees in our organization.

ii. Notice period for separation will be two (2) months.

iii. The components of your remuneration package are strictly confidential and are not to be disclosed/divulged/ discussed with anyone within or outside the Company in any form, including but not limited to any employee or person associated with the DIVRT Group and or any of its associates. Breach of confidentiality can result in disciplinary/legal proceedings. These components are salary, superannuation, all and any other perquisites associated with your remuneration and/or professional or other memberships (if applicable).

iv. This letter maybe retracted or modified at anytime by the Company prior to your date of joining the DIVRT Group. A formal letter of appointment, detailing all the terms and conditions of your employment with The DIVRT Group, will be issued to you on joining duty and only upon signing such document will your employment with us be deemed to have begun.

4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.

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Ragin Ravindrabhai Shah

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DIVRT (INDIA) PVT. LTD.

5. list of documents to be submitted after accepting the offer letter:
You are also required to submit the documents mentioned below on the day of joining (if not yet submitted):

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b. Residence proof
c. Age Proof
d. Copies of all educational certificates (originals to be produced for verification)
e. Passport size photo - 3 Numbers (soft copy to be sent by email)
f. PAN card and
g. Such other documents, as may be communicated

We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Business Development Executive

Dear Mr.Patel Kalyan Vinubhai

We are pleased to offer you full-time internship from 2nd February to 29th June,2022 and upon successful completion, position of Business Development Executive as full-time employee with DIVRT India Private limited will be provided from July/August 2022.

During the internship, you shall have the opportunities to interact with various functions in the Company, learn about DIVRT in-depth and shall undergo performance review(s). Permanent employment will be offered from July/August 2022 based on your skills, internship performance reviews and successful graduation of your degree program.

1. You will be primarily responsible for the departmental duties of the DIVRT group. A detailed description of your duties and responsibilities will be provided on your joining. We also expect you to be flexible to assume additional/other roles/responsibilities as and when need arise.

2. Remuneration: You would be entitled for stipend of **Rs.10,000** per month during the internship period. The Gross Annual CTC of 2 , 3 4 , 0 0 0 / - will be paid upon permanent employment and once you join DIVRT as full-time employee. The compensation would be structured with regard to:

(i) DIVRT compensation policy

(ii) Applicable laws

3. Other Terms and Conditions:

i. You will be governed by the terms and conditions applicable to your category of employees in our organization.

ii. Notice period for separation will be two (2) months.

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4. Acceptance: If the foregoing conditions are acceptable, please confirm the date of joining by mail. The hard copy of the offer document will be handed over to you later/date of joining.

Training and Placement Cell

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

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We believe that you will find DIVRT is an interesting and stimulating place to work. If you have any questions concerning this offer or the company in general, please feel free to contact me for additional information.

DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Business Development Executive

Dear Ms.Patel Shrushti Kalpeshkumar

We are pleased to offer you full-time internship from 2nd February to 29th June,2022 and upon successful completion, position of Business Development Executive as full-time employee with DIVRT India Private limited will be provided from July/August 2022.

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Business Development Executive

Dear Mr.Pujan Rajeshkumar Patel

We are pleased to offer you full-time internship from 2nd February to 29th June,2022 and upon successful completion, position of Business Development Executive as full-time employee with DIVRT India Private limited will be provided from July/August 2022.

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Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Business Development Executive

Dear Ms.Raikwar Radhika Pursottam

We are pleased to offer you full-time internship from 2nd February to 29th June,2022 and upon successful completion, position of Business Development Executive as full-time employee with DIVRT India Private limited will be provided from July/August 2022.

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Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Business Development Executive

Dear Ms.Sandeli Singh

We are pleased to offer you full-time internship from 2nd February to 29th June,2022 and upon successful completion, position of Business Development Executive as full-time employee with DIVRT India Private limited will be provided from July/August 2022.

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Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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DIVRT staff joins me in wishing you a bright career with us.

Thanks and Regards

DIVRT INDIA PRIVATE LTD. Bangalore

Your name

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Business Development Executive

Dear Mr.Baria Ajmelkumar Narvatbhai

We are pleased to offer you full-time internship from 2nd February to 29th June,2022 and upon successful completion, position of Business Development Executive as full-time employee with DIVRT India Private limited will be provided from July/August 2022.

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Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Thanks and Regards

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Your name

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

#43, Wework Galaxy, Residency Road, Bengaluru, Karnataka 560025 India

DIVRT (INDIA) PVT. LTD.

Offer of Appointment for the Position of Business Development Executive

Dear Mr.Patel Dhanrajsinh Bharatsinh

We are pleased to offer you full-time internship from 2nd February to 29th June,2022 and upon successful completion, position of Business Development Executive as full-time employee with DIVRT India Private limited will be provided from July/August 2022.

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Training and Placement Cell

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Your name

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Ragin Ravindrabhai Shah

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6D Technologies
Smart *Ideas*, Delivered

You Are Awesome!

Offer Letter

Six Dee Telecom Solutions

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

14th-May-2022

Dear Patel Deep Kanubhai,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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GROSS SALARY

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Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 3,00,000 per annum.** Details of the salary structure are given in the annexure attached.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

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After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct.
Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to beresolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance withthe Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

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INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

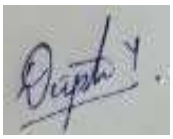
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Patel Deep Kanubhai)

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Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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6D Technologies
Smart *Ideas*, Delivered

You Are Awesome!

Offer Letter

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Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

14th-May-2022

Dear Patel Deep Manojbhai,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

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b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
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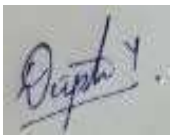
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You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Patel Deep Manojbhai)

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Ragin Ravindrabhai Shah

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Smart *Ideas*, Delivered

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Offer Letter

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Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

14th-May-2022

Dear Patel Nirmal Subhashbhai,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

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During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited,** at our **Bangalore** office as **Business Development officer.** Your total cost to company will be **INR 1,80,000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 3,00,000 per annum.** Details of the salary structure are given in the annexure attached.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

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The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexiblein approving time off when doing so would not interfere with company operations.
During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:
1 – Illness with fever
2 – University Convocation
3 – University Exams
4 – Marriage/ Death (god forbid) in immediate family
5 – Passport related

After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

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d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct.
Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to beresolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance withthe Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

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INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

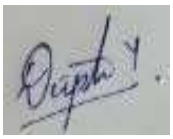
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Patel Nirmal Subhashbhai)

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Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

14th-May-2022

Dear Patel Raj Satishkumar,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

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a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

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TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
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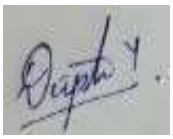
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Patel Raj Satishkumar)

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Offer Letter

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Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

14th-May-2022

Dear Solanki Dhatri Pareshbhai,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited,** at our **Bangalore** office as **Business Development officer.** Your total cost to company will be **INR 1,80,000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 3,00,000 per annum.** Details of the salary structure are given in the annexure attached.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

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After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

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Ragin Ravindrabhai Shah

d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct.
Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to beresolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance withthe Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

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INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

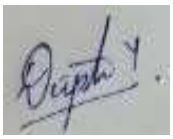
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Solanki Dhatri Pareshbhai)

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You Are Awesome!

Offer Letter

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Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

14th-May-2022

Dear Chauhan Jaypalsinh Mahipatsinh,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

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b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
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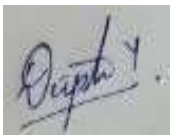
AMENDMENTS

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You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Chauhan Jaypalsinh Mahipatsinh)

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Offer Letter

Six Dee Telecom Solutions

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

14th-May-2022

Dear Nakar Laxman Jagdishkumar,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

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GROSS SALARY

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited,** at our **Bangalore** office as **Business Development officer.** Your total cost to company will be **INR 1,80,000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 3,00,000 per annum.** Details of the salary structure are given in the annexure attached.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

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After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

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d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct.
Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to beresolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance withthe Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

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INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

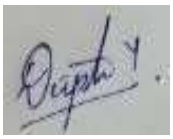
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Nakar Laxman Jagdishkumar)

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6D Technologies
Smart *Ideas*, Delivered

You Are Awesome!

Offer Letter

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b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

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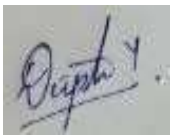
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You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Patel Mihir Rajnikant)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Six Dee Telecom Solutions Private Limited
#26, J. P. Nagar 3rd Phase, Bannerghatta Road, Bengaluru 560 076.
INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

14th-May-2022

Dear Prajapati Kamlesh J.,

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

Enclosed please find your employment letter and other relevant details about your general responsibilities.

Duties

You must provide your services exclusively to the Company. You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non–Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

COMMENCEMENT DATE

We would like you to start work as soon as you are free to do so. Please contact **Dipti Yadav** on your start date (will be communicated).

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Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 3,00,000 per annum.** Details of the salary structure are given in the annexure attached.

BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

DEDUCTIONS

You agree that the Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:

- Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
- Any outstanding loans or advances made to you by the Company; and/or
- Any debt owed by you to the Company and/or
- Any other deductions permitted under applicable law

PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

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4 – Marriage/ Death (god forbid) in immediate family
5 – Passport related

After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

PLACE OF WORK

The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

NON-COMPETE AND NON-SOLICITATION

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

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d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

TERMINATION

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.
The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

The Company reserves the right to terminate your employment without notice, or pay in lieu of notice where you are found to have committed an act of gross misconduct.
Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to beresolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance withthe Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

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INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

NOTICE PERIOD

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees are of 3 months. Notice period in probation period will be 1 month. However when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the company.

ABSCONDING

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

PERFORMANCE MANAGEMENT AND SALARY REVISION

6D has 2 appraisal cycles in a year (April and October). You will fall in **(depends on date of joining)**. For employees coming with previous experience, if he/ she joins after May than the appraisal of employee will move to October of next year cycle, Similarly, for anyone joining after November. Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

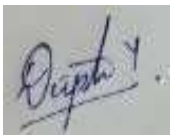
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Prajapati Kamlesh J.)

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INDIA.Tel: +91 80 4048 5959, 4131 1200 / 300. www.6dtech.co.in

14th-May-2022

Dear Rajvanshi Jaymeen Baldevbhai,

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GROSS SALARY

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After probation, you are entitled for 21 leaves in a year (1st April to 31st March).

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b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

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INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.
You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

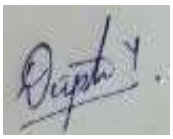
AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Such amendments will be confirmed to you.

You should retain a copy of this letter for your own records and sign and return one copy to the Company.

We look forward to you joining us.

Kind regards,
Yours sincerely,



Dipti Yadav
Manager - Human Resources
For and on behalf of
Six Dee Telecom Solutions Private Limited

DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

Six Dee Telecom Solutions Private Limited have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I,_____, s/o/d/o_____, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature_____Date _____
(Rajvanshi Jaymeen Baldevbhai)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef9db114542e5bb44d53ee0d1fcce, 2.5.4.20=f2d4874d45a02b76d89e3beeafeb5b5e0f54089942dedf9537c58eeb40, serialNumber=0f1f6b2fa77309ab82d5, st=Gujarat, postalCode=382007, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

DAIDO India Private Limited
Manufacturing Unit Address: - Plot No.- SP2-96, RIICO New Industrial Complex
Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Patel Meetkumar Ajaybhai,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Meetkumar S/O Shri.Patel Ajaybhai student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO ndia Private Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
Tel: - +91-124-4211777, Fax: - +91-124-4211799
CIN No: - U34200HR201 OPTC04 1181 Email Id: - info@didindia.in. cs@didindia.in

DAIDO India Private Limited
Manufacturing Unit Address: - Plot No.- SP2-96, RIICO New Industrial Complex
Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Patel Pradipkumar Babubhai,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Pradip S/O Shri.Patel Babubhai student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO ndia Private Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
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CIN No: - U34200HR201 OPTC04 1181 Email Id: - info@didindia.in. cs@didindia.in

DAIDO India Private Limited

Manufacturing Unit Address: - Plot No.- SP2-96, RIICO New Industrial Complex
Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Sadhu Jignesh Harendrakumar,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Jignesh S/O Shri.Sadhu Harendrakumar student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO India Private Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
Tel: - +91-124-4211777, Fax: - +91-124-4211799
CIN No: - U34200HR201 OPTC04 1181 Email Id: - info@didindia.in. cs@didindia.in

DAIDO India Private Limited
Manufacturing Unit Address: - Plot No.- SP2-96, RIICO New Industrial Complex
Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Patel Raj Jitendrakumar,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Raj S/O Shri.Patel Jitendrakumar student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO ndia Private Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
Tel: - +91-124-4211777, Fax: - +91-124-4211799
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Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Chavda Prayagraj Rajendrasinh,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Prayagraj S/O Shri.Chavda Rajendrasinh student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO India Private Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
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CIN No: - U34200HR201 OPTC04 1181 Email Id: - info@didindia.in. cs@didindia.in

Gujarat Pathology Laboratory & Diagnostic Center

Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

101-102, Span Trade Center, Opp. Kochrab Ashram, Paldi Cross Road, Paldi, Ahmedabad - 380 006.
Ph. : 079-26586480, 26584893 Mo. 8866002931 E-mail : gujaratdiagnostic101@yahoo.in Website : www.gujaratbloodbankandpathlab.co.in

15 April,2022

Appointment Letter

Name:BABARIYA SHREYA ASHOKKUMAR

Enrollment no.:1954004003

Dear Shreya

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 15 July,2022.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
6. **Working Hours**: Shifts (8:00am-2:00PM/1:00PM-7:00PM)
7. **Probation Period**: 6 Months
8. **Duties and Responsibilities**:
    - Assist in the preparation and maintenance of laboratory equipment and materials.
    - Conduct experiments and tests as per the curriculum requirements.
    - Ensure the cleanliness and safety of the laboratory environment.
    - Maintain accurate records of experiments and results.
    - Support faculty and students during laboratory sessions.

- **Additional Information:**

- You are required to adhere to the university's policies and regulations.
- Your performance will be reviewed periodically, and continuation of your employment will be based on satisfactory performance.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Training and Placement Cell

Swarrnim Startup & Innovation University
Bhoyan Road, Gandhinagar

Approved Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef96b1145426c5b44d53ea0d0ae, 2.5.4.20=82d8674583b0b7668845e6afe83e5df540094206e4f9537c58eeb40d7901483, postalCode=380015, st=Gujarat, serialNumber=0f2603cf5f7709ae82dc5a6be10f5cf763c41741522ca265cb6740766664d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

Gujarat Pathology Laboratory & Diagnostic Center

Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

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Ph. : 079-26586480, 26584893 Mo. 8866002931 E-mail : gujaratdiagnostic101@yahoo.in Website : www.gujaratbloodbankandpathlab.co.in

15 April,2022

Appointment Letter

Name:BAROT KHANAK NACHIKETABHAI

Enrollment no.:1954004004

Dear Khanak

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 15 July,2022.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
6. **Working Hours**: Shifts (8:00am-2:00PM/1:00PM-7:00PM)
7. **Probation Period**: 6 Months
8. **Duties and Responsibilities**:
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    - Conduct experiments and tests as per the curriculum requirements.
    - Ensure the cleanliness and safety of the laboratory environment.
    - Maintain accurate records of experiments and results.
    - Support faculty and students during laboratory sessions.

- **Additional Information:**

- You are required to adhere to the university's policies and regulations.
- Your performance will be reviewed periodically, and continuation of your employment will be based on satisfactory performance.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Approved Dr. Niraj Bhavi MBBS, DCP (Patho.)

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef96b1145425cbd4405f3e8d0ba, 2.5.4.20=82d8674583b0b76d8845e6afe3d3e0f5400942d6f99577c58eeb407901485, postalCode=380015, st=Gujarat, serialNumber=0f2603d5c77309ae82dc5a6be10f5d7163c41741522ca265cb6740766664d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

End of Report

Dr. Bhavin Kapadiya
MD (Microbiology)

Gujarat Pathology Laboratory & Diagnostic Center

Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

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Ph. : 079-26586480, 26584893 Mo. 8866002931 E-mail : gujaratdiagnostic101@yahoo.in Website : www.gujaratbloodbankandpathlab.co.in

15 April,2022

Appointment Letter

Name:BRAHMBHATT NIDHIBEN CHETANBHAI

Enrollment no.:1954004005

Dear Nidhiben

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 15 July,2022.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
6. **Working Hours**: Shifts (8:00am-2:00PM/1:00PM-7:00PM)
7. **Probation Period**: 6 Months
8. **Duties and Responsibilities**:
    - Assist in the preparation and maintenance of laboratory equipment and materials.
    - Conduct experiments and tests as per the curriculum requirements.
    - Ensure the cleanliness and safety of the laboratory environment.
    - Maintain accurate records of experiments and results.
    - Support faculty and students during laboratory sessions.

- **Additional Information:**

- You are required to adhere to the university's policies and regulations.
- Your performance will be reviewed periodically, and continuation of your employment will be based on satisfactory performance.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Training and Placement Cell

Swarrnim Startup & Innovation University
Bhoyan Road, Gandhinagar

Approved by Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef96b1145425cbb44d53ea0d0ae, 2.5.4.20=82d8674583b0b76d8845be6afe3b5e0f5400942c6e4f9537c58eeb40e7901483, postalCode=380015, st=Gujarat, serialNumber=0f2603b2b77309ae82dc5a6be10f5c7163c41741522ca265cb6740766664d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

Gujarat Pathology Laboratory & Diagnostic Center

Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

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Ph. : 079-26586480, 26584893 Mo. 8866002931 E-mail : gujaratdiagnostic101@yahoo.in Website : www.gujaratbloodbankandpathlab.co.in

15 April,2022

Appointment Letter

Name:BHATT AESHA DIPAKKUMAR

Enrollment no.:1954004006

Dear Aesha

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 15 July,2022.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
6. **Working Hours**: Shifts (8:00am-2:00PM/1:00PM-7:00PM)
7. **Probation Period**: 6 Months
8. **Duties and Responsibilities**:
    - Assist in the preparation and maintenance of laboratory equipment and materials.
    - Conduct experiments and tests as per the curriculum requirements.
    - Ensure the cleanliness and safety of the laboratory environment.
    - Maintain accurate records of experiments and results.
    - Support faculty and students during laboratory sessions.

- **Additional Information:**

- You are required to adhere to the university's policies and regulations.
- Your performance will be reviewed periodically, and continuation of your employment will be based on satisfactory performance.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Swarrnim Startup & Innovation University Bhoyan Road Gandhinagar

Approved by Ragin Ravindrabhai Shah

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DN: c=IN, o=Personal, title=4505, pseudonym=02aef96b1145426c5b44d53e4b0ba, 2.5.4.20=82d8674583b0b7688e15ed afe83e5df540094206e4f9537c58eeb40e7901483, postalCode=380015, st=Gujarat, serialNumber=0f2603cf5773099ae82dc5aebe10f5cf763c41741522a265cb6740766664d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

Gujarat Pathology Laboratory & Diagnostic Center

Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

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Ph. : 079-26586480, 26584893 Mo. 8866002931 E-mail : gujaratdiagnostic101@yahoo.in Website : www.gujaratbloodbankandpathlab.co.in

15 April,2022

Appointment Letter

Name:CHAUHAN MILAP RAMANJI

Enrollment no.:1954004007

Dear Milap

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 15 July,2022.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
6. **Working Hours**: Shifts (8:00am-2:00PM/1:00PM-7:00PM)
7. **Probation Period**: 6 Months
8. **Duties and Responsibilities**:
    - Assist in the preparation and maintenance of laboratory equipment and materials.
    - Conduct experiments and tests as per the curriculum requirements.
    - Ensure the cleanliness and safety of the laboratory environment.
    - Maintain accurate records of experiments and results.
    - Support faculty and students during laboratory sessions.

- **Additional Information:**

- You are required to adhere to the university's policies and regulations.
- Your performance will be reviewed periodically, and continuation of your employment will be based on satisfactory performance.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Swarrnim Startup & Innovation University Bhoyan Road Gandhinagar

Approved Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef96b1145426c5b44d53ea0[illegible]2.5.4.20=82d8674583b0b7e68845e5e6afe83e5df5400942c6e4f9537c58eeb407901483, postalCode=380015, st=Gujarat, serialNumber=0f2603cf5f7709ae82dc5a6be10f5cf7163c41741522a265cb6740766664d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

End of Report

Dr. Bhavin Kapadiya
MD (Microbiology)

Gujarat Pathology Laboratory & Diagnostic Center

Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

101-102, Span Trade Center, Opp. Kochrab Ashram, Paldi Cross Road, Paldi, Ahmedabad - 380 006.
Ph. : 079-26586480, 26584893 Mo. 8866002931 E-mail : gujaratdiagnostic101@yahoo.in Website : www.gujaratbloodbankandpathlab.co.in

15 April,2022

Appointment Letter

Name:DAISY RAJU GALLA

Enrollment no.:1954004008

Dear Daisy

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 15 July,2022.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
6. **Working Hours**: Shifts (8:00am-2:00PM/1:00PM-7:00PM)
7. **Probation Period**: 6 Months
8. **Duties and Responsibilities**:
    - Assist in the preparation and maintenance of laboratory equipment and materials.
    - Conduct experiments and tests as per the curriculum requirements.
    - Ensure the cleanliness and safety of the laboratory environment.
    - Maintain accurate records of experiments and results.
    - Support faculty and students during laboratory sessions.

- **Additional Information:**

- You are required to adhere to the university's policies and regulations.
- Your performance will be reviewed periodically, and continuation of your employment will be based on satisfactory performance.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned above.

We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Training and Placement Cell

Swarrnim Startup & Innovation University
Bhoyan Road, Gandhinagar

Approved Ragin Ravindrabhai Shah

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

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

Gujarat Pathology Laboratory & Diagnostic Center

Dr. Niraj Kothari M.B., D.C.P., (Path.) | Dr. Dipali P. Patel M.B., M.D. (Path.) | Dr. Bijal Thakkar M.B., D.C.P., (Path.) | Dr. Nupur Atit M.B., M.D. (Path.)

101-102, Span Trade Center, Opp. Kochrab Ashram, Paldi Cross Road, Paldi, Ahmedabad - 380 006.
Ph. : 079-26586480, 26584893 Mo. 8866002931 E-mail : gujaratdiagnostic101@yahoo.in Website : www.gujaratbloodbankandpathlab.co.in

15 April,2022

Appointment Letter

Name:DAMOR JAYKUMAR BHARATBHAI

Enrollment no.:1954004009

Dear Jaykumar

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 15 July,2022.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
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Manager-HR

Swarrnim Startup & Innovation University

Approved Ragin Ravindrabhai Shah

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Training and Placement Cell

Dr. Bhavin Kapadiya
MD (Microbiology)

---------- End of Report ----------

Gujarat Pathology Laboratory & Diagnostic Center

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15 April,2022

Appointment Letter

Name:KALMI KAVERI CHHATRASINGH

Enrollment no.:1954004011

Dear Kaveri

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 15 July,2022.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
6. **Working Hours**: Shifts (8:00am-2:00PM/1:00PM-7:00PM)
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    - Conduct experiments and tests as per the curriculum requirements.
    - Ensure the cleanliness and safety of the laboratory environment.
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Manager-HR

Swarrnim Startup & Innovation University

Approved Ragin Ravindrabhai Shah

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Training and Placement Cell

Dr. Bhavin Kapadiya
MD (Microbiology)

Gujarat Pathology Laboratory & Diagnostic Center

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15 April,2022

Appointment Letter

Name:KATHIRIYA HAPPY SANTOSHBHAI

Enrollment no.:1954004012

Dear Happy

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 15 July,2022.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
6. **Working Hours**: Shifts (8:00am-2:00PM/1:00PM-7:00PM)
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Manager-HR

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Swarrnim Startup & Innovation University
Bhoyan Road, Gandhinagar

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Dr. Bhavin Kapadiya
MD (Microbiology)

Gujarat Pathology Laboratory & Diagnostic Center

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15 April,2022

Appointment Letter

Name:MAGNESH PANCHAL

Enrollment no.:1954004013

Dear Magnesh

Subject: Appointment for the Position of Lab Technician/Lab Assistant

We are pleased to inform you that you have been selected for the position of **Lab Technician/Lab Assistant** from the Department of Biotechnology and Microbiology at Swarrnim Startup & Innovation University. Your appointment is effective from 15 July,2022.

- **Terms and Conditions:**

1. **Position**: Lab Technician/Lab Assistant
2. **Department**: Biotechnology and Microbiology
3. **Reporting To**: Head of the Department
4. **Location**: Ahmedabad
5. **Salary**: 2.16 LPA
6. **Working Hours**: Shifts (8:00am-2:00PM/1:00PM-7:00PM)
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We look forward to your valuable contribution and wish you a successful tenure with us.

Manager-HR

Training and Placement Cell

Swarrnim Startup & Innovation University

Approved by Dr. Niraj Bhavsar MBBS, DCP (Patho.)

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

---------- End of Report ----------

Dr. Bhavin Kapadiya
MD (Microbiology)

Dr, Bhesker Vyas
M.D.• FIC nlh., IFCAP(USA)
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Patel Niti Arvindbhai

Enrollment no: 1954004023

Subject: Appointment Letter for the Position of Lab Technician

Dear Niti,

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: 22 June,2022

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

Dr, Bhesker Vyas
M.D.• FIC nlh., IFCAP(USA)
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Patel Prapti Rameshbhai

Enrollment no: 1954004024

Subject: Appointment Letter for the Position of Lab Technician

Dear Prapti,

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: 22 June,2022

Salary Package:
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- 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
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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

Dr, Bhesker Vyas
M.D.• FIC nlh., IFCAP(USA)
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Patel Riya Maheshbhai

Enrollment no: 1954004026

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: 22 June,2022

Salary Package:
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- Provident fund
- Transportation allowance
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- Designing and performing laboratory tests according to procedures
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Training and Placement Cell

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MD, FIC.Path, IFCAP(USA) MBBS, DCP

Dr, Bhesker Vyas
M.D.• FIC nlh., IFCAP(USA)
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Rajput Pooja

Enrollment no: 1954004027

Subject: Appointment Letter for the Position of Lab Technician

Dear Pooja,

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: 22 June,2022

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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M.D.• FIC nlh., IFCAP(USA)
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Prajapati Janvi

Enrollment no: 1954004028

Subject: Appointment Letter for the Position of Lab Technician

Dear Janvi,

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: 22 June,2022

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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Thank you and congratulations!

Training and Placement Cell

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MD, FIC.Path, IFCAP(USA) MBBS, DCP

Dr, Bhesker Vyas
M.D.• FIC nlh., IFCAP(USA)
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Shah Vismay Anilbhai

Enrollment no: 1954004034

Subject: Appointment Letter for the Position of Lab Technician

Dear Vismay,

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: 22 June,2022

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

Dr. Bhasker Vyas **Dr. Aditi Ekbote**
MD, FIC.Path, IFCAP(USA) MBBS, DCP

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

SHAIKH NAZALI MAHMAD HASNAIN

Enrollment:1954004035

Dear Naz Ali,

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: 23 June,2022
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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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

Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

THAKAR HARIL MANOJBHAI

Enrollment:1954004037

Dear Haril,

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: 23 June,2022
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-Manager

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

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

SMART Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

TRIVEDI DHVANI RAMESHBHAI

Enrollment:1954004038

Dear Dhvani,

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: 23 June,2022
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-Manager

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef90b11452e55b44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beefe305e5ff1408942dec4f9537c58eeeb40d7971483, postalCode=380015, st=GUJARAT, serialNumber=0f2602f2f7310f9a8202c407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

SAMPLE Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

VYAS AAYUSHI RUSHIRAJ

Enrollment:1954004039

Dear Aayushi,

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: 23 June,2022
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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef90b11452e55b44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beefe305e5ff1408942dedf9537c58eeb40d7971483, postalCode=380015, st=GUJARAT, serialNumber=0f2602f2f7310f9a82d0407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

SMART Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

SANGADA HARDIK BHARATBHAI

Enrollment:1954004045

Dear Hardik,

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: 23 June,2022
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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef96b11454e5bb44d53ee0d1fce, 2.5.4.20=f2d4874d45a02b76d89e3beefe305e5ff1408942dee4f9537c58eeeb40d7971483, postalCode=380015, st=GUJARAT, serialNumber=0f2602f2f7310f9a82d0407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

KATARIYA HIMANSHI H.

Enrollment:1954004048

Dear Himanshi,

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: 23 June,2022
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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef90b11454e5bb44d53ee0d1fce, 2.5.4.20=f2d4874d45a02b76d89e3beeafe305e5ff1408942de4f9537c58eeeb40d7951483, postalCode=380015, st=GUJARAT, serialNumber=0f2602f2f7310f9a8202407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

KANABAR JASH VIPULKUMAR

Enrollment:1954004049

Dear Jash,

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: 23 June,2022
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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef96b11454e5bb44d53ee0d1fce, 2.5.4.20=f2d4874d45a02b76d89e3beeafe305e5ff5408942de4f9537c58eeeb40d7971483, postalCode=380015, st=GUJARAT, serialNumber=0f2600f2f7310f9a8f2d0407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

PANCHAL SHREYANSHI GIRISHKUMAR

Enrollment:1954004050

Dear Shreyanshi,

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: 23 June,2022
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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef90b11452e55b44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beefe305e5ff1408942dee4f9537c58eeeb40d7951483, postalCode=380015, st=GUJARAT, serialNumber=0f2602f2f7310f9a82d2c407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

SRL Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

DAIDO India Private Limited

Manufacturing Unit Address: - Plot No.- SP2-96, RIICO New Industrial Complex
Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Rajput Sonu Upendrasingh,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Rajput Sonu Upendrasingh D/O Shri.Rajput Upendrasingh student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO India Private Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
Tel: - +91-124-4211777, Fax: - +91-124-4211799
CIN No: - U34200HR201 OPTC04 1181 Email Id: - info@didindia.in. cs@didindia.in

DAIDO India Private Limited
Manufacturing Unit Address: - Plot No.- SP2-96, RIICO New Industrial Complex
Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Sompura Dev Vijaybhai,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Sompura Dev Vijaybhai S/O Shri.Sompura Vijaybhai student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO India Private Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
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CIN No: - U34200HR201 OPTC04 1181 Email Id: - info@didindia.in. cs@didindia.in

DAIDO India Private Limited
Manufacturing Unit Address: - Plot No.- SP2-96, RIICO New Industrial Complex
Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Abhishek Kumar Parihar,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Abhishek Kumar Parihar S/O Shri.Parihar student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO ndia Private Limited

Training and Placement Cell

Authorized Signatory

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
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CIN No: - U34200HR201 OPTC04 1181 Email Id: - info@didindia.in. cs@didindia.in

DAIDO India Private Limited

Manufacturing Unit Address: - Plot No.- SP2-96, RIICO New Industrial Complex
Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Desai Anandkumar Vaghajibhai,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Desai Anandkumar Vaghajibhai S/O Shri.Desai Vaghajibhai student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO India Private Limited

Training and Placement Cell

Authorized Signatory

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
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DAIDO India Private Limited

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Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Panot Chirag,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Panot Chirag S/O Shri.Panot student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO ndia Private Limited

Training and Placement Cell

Authorized Signatory

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
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DAIDO India Private Limited
Manufacturing Unit Address: - Plot No.- SP2-96, RIICO New Industrial Complex
Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Nayak Mohitkumar Bhikhabhai,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Nayak Mohitkumar Bhikhabhai S/O Shri.Nayak Bhikhabhai student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO India Private Limited

Training and Placement Cell

Authorized Signatory

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
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DAIDO India Private Limited
Manufacturing Unit Address: - Plot No.- SP2-96, RIICO New Industrial Complex
Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Kuldeep Navinbhai Patel,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Kuldeep Navinbhai Patel S/O Shri.Navinbhai Patel student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
11:00 AM at the following address:

Daido India Private Limited
Address: - SP2-96, RIICO,New Industrial Complex
JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO India Private Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
Tel: - +91-124-4211777, Fax: - +91-124-4211799
CIN No: - U34200HR201 OPTC04 1181 Email Id: - info@didindia.in. cs@didindia.in

DAIDO India Private Limited
Manufacturing Unit Address: - Plot No.- SP2-96, RIICO New Industrial Complex
Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Jaimin Shaileshbhai Patel,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Jaimin Shaileshbhai Patel S/O Shri.Shaileshbhai Patel student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO ndia Private Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
Tel: - +91-124-4211777, Fax: - +91-124-4211799
CIN No: - U34200HR201 OPTC04 1181 Email Id: - info@didindia.in. cs@didindia.in

DAIDO India Private Limited
Manufacturing Unit Address: - Plot No.- SP2-96, RIICO New Industrial Complex
Majrakath, Neemrana, Dist.- Alwar, Rajasthan - 301705 India
Tel: +91 149-4670700-10, Fax: +91-149-4670799

Date: -20th April,2022

Dear Prajapati Ravi Vishnubhai,
Swarrnim Startup & Innovation University
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Kalol Highway,
Gandhinagar, Gujarat - 382422.

Subject: Appointment Letter- DAIDO India Private Limited.

1. This is to inform you that Prajapati Ravi Vishnubhai S/O Shri.Prajapati Vishnubhai student at Swarrnim Sartup &Innovation University, Gandhinagar have been selected as Business Development Executive with under the National Employment Enhancement Mission for seeking on the practical Skill & Knowledge. Please note that their Consideration as a Business Development Executive subjected to sign off on the appointment letter.

2. Your consolidated salary will be Rs. 14500/- Per Month (Exclusive of Attendance Award).

3. For the aforesaid on the job training, students are advised to report on 20th April,2022 at
   11:00 AM at the following address:

   Daido India Private Limited
   Address: - SP2-96, RIICO,New Industrial Complex
   JapaneseZone, Neemrana, Alwar, Rajasthan-301705

4. The Point of contact for student will be Mr. Rajeev (HR & Admin).

5. Students need to carry their self-attested copies of Academic & Professional qualification documents along with original, Aadhar Card Copy, 03 Photos, 01 Cancelled Cheque & Valid Identity proof.

Regards & Congratulations!!!

Sincerely,

DAIDO India Private Limited

Authorized Signatory

Training and Placement Cell

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Registered Office Address: - 721/722, Galleria Tower, DLF City Phase- IV, Gurgaon, Haryana, 122002, India
Tel: - +91-124-4211777, Fax: - +91-124-4211799
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ADDA

3Five8 Technologies Pvt. Ltd
Corporate Office -: 510, CORPORATE ANNEXE, Sonawala Road, ,Goregaon (East),Mumbai 400063
Web: adda.io ; Phone: 022-49727193
CIN Number : U72200KA2009PTC050290

Mr.Smitgiri Mahendrgiri Balgiri Goswami

Gujarat, India

Sub: Appointment Letter

Mr.Smitgiri,

The Management is pleased to provide you a full Time Opportunity w.e.f. 18.06.2022 on the following terms and conditions mutually agreed.

1. Scope of work:

1.1 Your Probation Period will be of 3 Months w.e.f. 18.06.2022

1.2 During your probation period you will remain under the Supervision of Mr.Anuj Sharma-Manager

1.3 During Probation you will be stationed at our Bangalore Office.

1.4 The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

2. Emoluments:

2.1 You will be paid a amount of Rs. 20,000- (Twenty Thousand Rupees) per month in hand.

3. Secrecy/Confidentiality:

3.1 That this appointment may be withdrawn by the management without giving any notice.

3.2 You will not deal directly or indirectly any information with regard to our company, its sister Concern and its associate companies to any other individual, body, corporate, Organization of Company. You will maintain absolute confidentiality.

Training and Placement Cell

Ragin Ravindrabhai Shah

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3.3 You will not take up any assignment with other companies who operate in the same or similar line or ours. In case you take up any such assignment; you will take permission and no objection from the Company.

Note -*On your successful completion of 12 months in Sales Trainee role, you will be moved to Associate Sales Manager with the new CTC (4.20 fixed+3.0 LK Variable Pay) will be changed as per the new role*.

Kindly Sign the duplicate copy of this letter as a token of your acceptance of this assignment and your consent to the terms and conditions mentioned here in above.

Thanking you,

Regards, For 3Five8 Technologies Pvt. Ltd.

Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature:

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef90b114542e5bb44d53ee0d1fc1e, 2.5.4.20=32d8874345302b76d8f43bee6fe69e5f6d6b942ebe6f40e3e7951483, postalCode=380015, st=Gujarat
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CIN Number : U72200KA2009PTC050290

Ms.Mulani Harvi Bharatbhai

Gujarat, India

Sub: Appointment Letter

Ms.Harvi,

The Management is pleased to provide you a full Time Opportunity w.e.f. 18.06.2022 on the following terms and conditions mutually agreed.

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Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

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Ragin Ravindrabhai Shah

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CIN Number : U72200KA2009PTC050290

Mr.Patel Harshkumar Vishnubhai

Gujarat, India

Sub: Appointment Letter

Mr.Harshkumar,

The Management is pleased to provide you a full Time Opportunity w.e.f. 18.06.2022 on the following terms and conditions mutually agreed.

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Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature:

Ragin Ravindrabhai Shah

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CIN Number : U72200KA2009PTC050290

Ms.Pal Shanti Kamalkant

Gujarat, India

Sub: Appointment Letter

Ms.Pal,

The Management is pleased to provide you a full Time Opportunity w.e.f. 18.06.2022 on the following terms and conditions mutually agreed.

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Ragin Ravindrabhai Shah

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Regards, For 3Five8 Technologies Pvt. Ltd.

Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature:

Ragin Ravindrabhai Shah

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CIN Number : U72200KA2009PTC050290

Mr.Nayi Darshankumar Kiranbhai

Gujarat, India

Sub: Appointment Letter

Mr.Darshankumar,

The Management is pleased to provide you a full Time Opportunity w.e.f. 18.06.2022 on the following terms and conditions mutually agreed.

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Ragin Ravindrab Shah

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Thanking you,

Regards, For 3Five8 Technologies Pvt. Ltd.

Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature:

Ragin Ravindrabhai Shah

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CIN Number : U72200KA2009PTC050290

Mr.Mitul Rajendrakumar Patel

Gujarat, India

Sub: Appointment Letter

Mr.Mitul,

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Training and Placement Cell

Ragin Ravindrabhai Shah

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Thanking you,

Regards, For 3Five8 Technologies Pvt. Ltd.

Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature:

Ragin Ravindrabhai Shah

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CIN Number : U72200KA2009PTC050290

Mr.Dharajia Kirtan Naranbhai

Gujarat, India

Sub: Appointment Letter

Mr.Kirtan,

The Management is pleased to provide you a full Time Opportunity w.e.f. 18.06.2022 on the following terms and conditions mutually agreed.

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Ragin Ravindrabhai Shah

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Thanking you,

Regards, For 3Five8 Technologies Pvt. Ltd.

Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature:

Ragin Ravindrabhai Shah

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Ms.Aghera Mansi Kishorkumar

Gujarat, India

Sub: Appointment Letter

Ms.Mansi,

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Ragin Ravindrabhai Shah

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Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature:

Ragin Ravindrabhai Shah

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CIN Number : U72200KA2009PTC050290

Ms.Juhi Harshadbhai Nayak

Gujarat, India

Sub: Appointment Letter

Ms.Juhi,

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Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrab Shah

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Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature:

Ragin Ravindrabhai Shah

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CIN Number : U72200KA2009PTC050290

Mr.Patel Kamalkumar Mahendrabhai

Gujarat, India

Sub: Appointment Letter

Mr.Kamalkumar,

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3. Secrecy/Confidentiality:

3.1 That this appointment may be withdrawn by the management without giving any notice.

3.2 You will not deal directly or indirectly any information with regard to our company, its sister Concern and its associate companies to any other individual, body, corporate, Organization of Company. You will maintain absolute confidentiality.

Training and Placement Cell

Ragin Ravindrabhai Shah

3Five8 Technologies Pvt. Ltd
Corporate Office -: 510, CORPORATE ANNEXE, Sonawala Road, ,Goregaon (East),Mumbai 400063
Web: adda.io ; Phone: 022-49727193
CIN Number : U72200KA2009PTC050290

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Note -*On your successful completion of 12 months in Sales Trainee role, you will be moved to Associate Sales Manager with the new CTC (4.20 fixed+3.0 LK Variable Pay) will be changed as per the new role*.

Kindly Sign the duplicate copy of this letter as a token of your acceptance of this assignment and your consent to the terms and conditions mentioned here in above.

Thanking you,

Regards, For 3Five8 Technologies Pvt. Ltd.

Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

Date:

Signature:

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef90b114542e5bb44d53ee0d1fc1e, 2.5.4.20=32d8874345302b76d8f43bee6fe69e5d9c4b6b42ceed4f4b2e1b6eeeb40e7951483, postalCode=380015, st=Gujarat
Date: 2024.10.10 10:45:46 +05'30'

ADDA

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Web: adda.io ; Phone: 022-49727193

CIN Number : U72200KA2009PTC050290

Mr.Dhruvkumar Hasmukhbhai Patel

Gujarat, India

Sub: Appointment Letter

Mr.Dhruvkumar,

The Management is pleased to provide you a full Time Opportunity w.e.f. 18.06.2022 on the following terms and conditions mutually agreed.

1. Scope of work:

1.1 Your Probation Period will be of 3 Months w.e.f. 18.06.2022

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1.4 The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

2. Emoluments:

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Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Manager – People and Culture

Training and Placement Cell

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Ms.Patel Helly Maheshkumar

Gujarat, India

Sub: Appointment Letter

Ms.Helly,

The Management is pleased to provide you a full Time Opportunity w.e.f. 18.06.2022 on the following terms and conditions mutually agreed.

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Ragin Ravindrabhai Shah

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Manager – People and Culture

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Mr.Patel Dharmeshkumar Dahyabhai

Gujarat, India

Sub: Appointment Letter

Mr.Dharmeshkumar,

The Management is pleased to provide you a full Time Opportunity w.e.f. 18.06.2022 on the following terms and conditions mutually agreed.

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Manager – People and Culture

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Ragin Ravindrabhai Shah

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CIN Number : U72200KA2009PTC050290

Mr.Parimalkumar Chimanbhai Parmar

Gujarat, India

Sub: Appointment Letter

Mr.Parimalkumaar,

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Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

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Signature:

Ragin Ravindrabhai Shah

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Mr.Jay Bhupendrabhai Patel

Gujarat, India

Sub: Appointment Letter

Mr.Jay,

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Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

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Signature:

Ragin Ravindrabhai Shah

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CIN Number : U72200KA2009PTC050290

Mr.Mayur Arvindbhai Patel

Gujarat, India

Sub: Appointment Letter

Mr.Mayur,

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Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

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Signature:

Ragin Ravindrabhai Shah

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CIN Number : U72200KA2009PTC050290

Ms.Patel Kena Dileepbhai

Gujarat, India

Sub: Appointment Letter

Ms.Kena,

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Manager – People and Culture

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Mr.Patel Nisarg Pravinkumar

Gujarat, India

Sub: Appointment Letter

Mr.Nisarg,

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Shilpi Minocha

Manager – People and Culture

Training and Placement Cell

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Mr.Patel Meet Chandreshbhai

Gujarat, India

Sub: Appointment Letter

Mr.Meet,

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Prince Vishnubhai Patel
Swarrnim Startup & Innovation University

Dear **Prince Vishnubhai Patel,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

We wish to see you grow both professionally and personally, while you commit yourself to enhancing lives of the customers entrusted in your care.

A detailed letter of appointment will be issued to you on your joining. We would expect you to join us latest by **9th June,2022** In the event of you not being able to join on or before the joining date as mentioned, please intimate the undersigned in writing, failing which this offer will be deemed void.

Kindly note that this offer is valid subject to submission of all required documentation, feedback from your University and satisfactory results of your pre-employment medical examination as well as satisfactory results.

Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	21600	1800
Gratuity	5810	484
Total	**300000**	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure at any time.

Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under medical-claim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.

Training and Placement Cell

Patel Rutvik Chandrakant
Swarrnim Startup & Innovation University

Dear **Patel Rutvik Chandrakant,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

We wish to see you grow both professionally and personally, while you commit yourself to enhancing lives of the customers entrusted in your care.

A detailed letter of appointment will be issued to you on your joining. We would expect you to join us latest by **9th June,2022** In the event of you not being able to join on or before the joining date as mentioned, please intimate the undersigned in writing, failing which this offer will be deemed void.

Kindly note that this offer is valid subject to submission of all required documentation, feedback from your University and satisfactory results of your pre-employment medical examination as well as satisfactory results.

Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	21600	1800
Gratuity	5810	484
Total	**300000**	

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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

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- Three professional references (with complete address and telephone number)

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Training and Placement Cell

Patel Utsav Tribhovanbhai
Swarrnim Startup & Innovation University

Dear **Patel Utsav Tribhovanbhai,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Startup & Innovation Cell Swarrnim Bhoyan Rang. Gandhinagar

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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Ravirajsinh Mahipatsinh Vaghela
Swarrnim Startup & Innovation University

Dear **Ravirajsinh Mahipatsinh Vaghela,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Training and Placement Cell

Niren Srivastava Head – HR & Administration

Startup & Innovation Cell Swarrnim Bhoyan Rang. Gandhinagar

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

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

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Training and Placement Cell

Priyadarshi Brijesh Kishorbhai
Swarrnim Startup & Innovation University

Dear **Priyadarshi Brijesh Kishorbhai,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Startup & Innovation Training and Placement Cell Swarrnim Bhoyan Rahul Gandhinagar

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DN: c=IN, o=Personal, title=4505, pseudonym=02ad96b1f454a5d4dd, cn=Nagin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

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Training and Placement Cell

Patel Karankumar Pravinbhai
Swarrnim Startup & Innovation University

Dear **Patel Karankumar Pravinbhai,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	21600	1800
Gratuity	5810	484
Total	**300000**	

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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

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Training and Placement Cell

Yash Jayantibhai Patel
Swarrnim Startup & Innovation University

Dear **Yash Jayantibhai Patel,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
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Total	**300000**	

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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Vinaykumar Rakeshbhai
Prajapati
Swarrnim Startup & Innovation University

Dear **Vinaykumar Rakeshbhai Prajapati,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

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We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Training and Placement Cell

Niren Srivastava Head – HR & Administration

Disclaimer: Logo Aditya Birla Capital logo is owned by Aditya Birla Management Corporation Private Limited and is used by Aditya Birla Health Insurance Co. Limited under licensed user agreement(s).

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Patel Sahilkumar Jayantbhai
Swarrnim Startup & Innovation University

Dear **Patel Sahilkumar Jayantbhai,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

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A detailed letter of appointment will be issued to you on your joining. We would expect you to join us latest by **9th June,2022** In the event of you not being able to join on or before the joining date as mentioned, please intimate the undersigned in writing, failing which this offer will be deemed void.

Kindly note that this offer is valid subject to submission of all required documentation, feedback from your University and satisfactory results of your pre-employment medical examination as well as satisfactory results.

Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	21600	1800
Gratuity	5810	484
Total	**300000**	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure at any time.

Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

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- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

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- The generation of Employee Code and Salary pay-out
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- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.

Training and Placement Cell

Patel Smitkumar Fuleshbhai
Swarrnim Startup & Innovation University

Dear **Patel Smitkumar Fuleshbhai,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

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Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Patel Shaunak Himanshubhai
Swarrnim Startup & Innovation University

Dear **Patel Shaunak Himanshubhai,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

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Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Patel Tirth Pragneshbhai
Swarrnim Startup & Innovation University

Dear **Patel Tirth Pragneshbhai,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

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Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Patel Siddharth Kalpeshbhai
Swarrnim Startup & Innovation University

Dear **Patel Siddharth Kalpeshbhai,**

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Happy Learning!

Best Wishes,

Training and Placement Cell

Niren Srivastava Head – HR & Administration

Disclaimer: Logo Aditya Birla Capital logo is owned by Aditya Birla Management Corporation Private Limited and is used by Aditya Birla Health Insurance Co. Limited under licensed user agreement(s).

Registered Office:
One India Bulls Centre, Tower 1, 9th floor, Jupiter Mill Compound, 841, Senapati Bapat Marg, Elphinstone Road, Mumbai - 400 013
CIN: U66000MH2015PLC263677
IRDAI Registration No. 153

Annexure 'A'

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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Rabari Govind Laljibhai
Swarrnim Startup & Innovation University

Dear **Rabari Govind Laljibhai,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

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Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Startup & Innovation Training and Placement Cell Bhoyan Rangu. Gandhinagar

Niren Ravindra Shah
Digitally signed by Nagin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02ad96b1f454a5d4dd, cn=Nagin Ravindrabhai Shah, serialNumber=4e2c0c7c7ec3e3ca3ebf1ca0ed1ca3ebf1ca0ed1ca3ebf1ca0ed1

Annexure 'A'

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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Ravikumar Rajeshbhai Patni
Swarrnim Startup & Innovation University

Dear **Ravikumar Rajeshbhai Patni,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

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Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

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Training and Placement Cell

Shagin Ravindra Shah

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Training and Placement Cell

Raval Shubham Rajeshkumar
Swarrnim Startup & Innovation University

Dear **Raval Shubham Rajeshkumar,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

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Happy Learning!

Best Wishes,

Training and Placement Cell

Niren Srivastava Head – HR & Administration

Swarrnim Startup & Innovation University
Bhoyan Ranchhodbhai Gandhinagar

Annexure 'A'

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Training and Placement Cell

Shagin Ravindra Shah

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Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under medical-claim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.

Training and Placement Cell

Patel Harsh Dineshbhai
Swarrnim Startup & Innovation University

Dear **Patel Harsh Dineshbhai,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

We wish to see you grow both professionally and personally, while you commit yourself to enhancing lives of the customers entrusted in your care.

A detailed letter of appointment will be issued to you on your joining. We would expect you to join us latest by **9th June,2022** In the event of you not being able to join on or before the joining date as mentioned, please intimate the undersigned in writing, failing which this offer will be deemed void.

Kindly note that this offer is valid subject to submission of all required documentation, feedback from your University and satisfactory results of your pre-employment medical examination as well as satisfactory results.

Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	21600	1800
Gratuity	5810	484
Total	**300000**	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure at any time.

Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

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Training and Placement Cell

Vadher Shivanien Bhikhubhai
Swarrnim Startup & Innovation University

Dear **Vadher Shivanien Bhikhubhai,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Startup & Innovation Training and Placement Cell Bhoyan Rangu. Gandhinagar

Digitally signed by Nagin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02ad96b1b654a5d4dd, postalCode=382007, st=Gujarat, serialNumber=4e0c0f1ac0e0c1c1c1

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Raval Akashkumar Nileshbhai
Swarrnim Startup & Innovation University

Dear **Raval Akashkumar Nileshbhai,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Startup & Innovation Training and Placement Cell Bhoyan Road, Gandhinagar

Digitally signed by Nagin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02ad96b1f454a5d4dd, postalCode=382421, st=Gujarat, serialNumber=4d2c0b7ac3e8ca1ca1ca1

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
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Gratuity	5810	484
Total	**300000**	

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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Amin Zalak Shitalbhai
Swarrnim Startup & Innovation University

Dear **Amin Zalak Shitalbhai,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
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Total	**300000**	

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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
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Training and Placement Cell

Thakor Rajuji Manuji
Swarrnim Startup & Innovation University

Dear **Thakor Rajuji Manuji,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Sabugar Sayemabibi Mohmed Rafik
Swarrnim Startup & Innovation University

Dear **Sabugar Sayemabibi Mohmed Rafik,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

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Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Charmiben Rajendrasinh
Chavda
Swarrnim Startup & Innovation University

Dear **Charmiben Rajendrasinh Chavda,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

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We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,

Training and Placement Cell

Niren Srivastava Head – HR & Administration

Startup & Innovation Training Bhoyan Rangji Gandhinagar

Niren Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
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Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

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Training and Placement Cell

Bhatt Isha Prakashchandra
Swarrnim Startup & Innovation University

Dear **Bhatt Isha Prakashchandra,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

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We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Startup & Innovation Cell Swarrnim Bhoyan Rampur Gandhinagar

Niren Ravindra Shah Digitally signed by Nagin Ravindrabhai Shah DN: c=IN, o=Personal, title=4505, pseudonym=02ad96b1b654a5b4d4, postalCode=382007, st=Gujarat, serialNumber=4d2c0f1e4ea4ca1e1e1e

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
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- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure at any time.

Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under medical-claim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.

Training and Placement Cell

Hardiksinh Rajendrasinh Zala
Swarrnim Startup & Innovation University

Dear **Hardiksinh Rajendrasinh Zala,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

We wish to see you grow both professionally and personally, while you commit yourself to enhancing lives of the customers entrusted in your care.

A detailed letter of appointment will be issued to you on your joining. We would expect you to join us latest by **9th June,2022** In the event of you not being able to join on or before the joining date as mentioned, please intimate the undersigned in writing, failing which this offer will be deemed void.

Kindly note that this offer is valid subject to submission of all required documentation, feedback from your University and satisfactory results of your pre-employment medical examination as well as satisfactory results.

Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Startup & Innovation Training and Placement Cell Bhoyan Road, Gandhinagar

Digitally signed by Nagin Ravindrabhai Shah
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Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	21600	1800
Gratuity	5810	484
Total	**300000**	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure at any time.

Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under medical-claim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.

Training and Placement Cell

Panchal Maulik Dilipkumar
Swarrnim Startup & Innovation University

Dear **Panchal Maulik Dilipkumar,**

Congratulations on your selection with Aditya Birla Health Insurance Co. Ltd.!

With reference to your application and subsequent selection process, we are pleased to confirm your selection to join the **"Aditya Birla Health Insurance Co. Ltd."** As Business Development Trainee.

You are joining a team of young enthusiasts who strive to give their best each day. We look forward to see you grow and develop into an astute professional who along with commitment towards work, exhibit care, concern and compassion towards fellow employees. We hope that you find your work to be meaningful, challenging and equally rewarding.

We wish to see you grow both professionally and personally, while you commit yourself to enhancing lives of the customers entrusted in your care.

A detailed letter of appointment will be issued to you on your joining. We would expect you to join us latest by **9th June,2022** In the event of you not being able to join on or before the joining date as mentioned, please intimate the undersigned in writing, failing which this offer will be deemed void.

Kindly note that this offer is valid subject to submission of all required documentation, feedback from your University and satisfactory results of your pre-employment medical examination as well as satisfactory results.

Kindly send the acceptance of this offer letter and the **Annexure A** as an acknowledgement and have it sent to us within 2 days of receipt of this offer.

We wish you a great learning and enriching experience.

Happy Learning!

Best Wishes,



Training and Placement Cell

Niren Srivastava Head – HR & Administration

Annexure 'A'

Fixed Remuneration	Per Annum (Rs.)	Per Month (Rs.)
Basic Salary	120800	10067
Housing Rent Allowance	60400	5033
Mobile Allowance	12000	1000
Education Allowance	2400	200
Special Allowance	60190	5016
Advance Against Statutory Bonus	16800	1400
Provident Fund (Employer's Contribution)	21600	1800
Gratuity	5810	484
Total	**300000**	

- The payment of Salary and Benefits will be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable legislation in force from time to time.
- All figures mentioned are annualized value and prorated according based on your date of joining.
- Advance against Statutory Bonus is paid monthly in lieu of Statutory Bonus as per the provisions
- Gratuity is payable as per the provision of applicable Gratuity Act.
- Company reserves the right to amend the Compensation structure at any time.

Training and Placement Cell

Shagin Ravindra Shah

Annexure 'B'

Please submit photocopies of the following documents, as applicable, at the time of joining. Please also bring the original copies of your certificates and testimonials for verification.

- Copy of Latest Resume
- Copy of Permanent Account No. (PAN)/Copy of PAN application (in case PAN is not available)
- SSC / HSC certificates with Mark-Sheets
- Graduation / post-graduation Degree / Diploma with Mark-Sheets
- Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- Four passport Size Colored photographs
- Three professional references (with complete address and telephone number)

On joining you will also be required to furnish the following:

- PF Nomination Form
- Family dependent details
- Any other relevant information that may be required.

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible and thus consequently delay/impact:

- The generation of Employee Code and Salary pay-out
- Your coverage under medical-claim, Group Protection Cover, etc.
- Settlement of claims etc., were they to come up

Your present and permanent addresses, as mentioned in your application form, are recorded in Company's record. You are required to inform the Company about any change in your address and telephone numbers.

Training and Placement Cell

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

PRAJAPATI SANKET RAVINDRABHAI

Enrollment:2056001066

Dear Sanket,

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: 23 June,2022
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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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

Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

SNEHAL RAJESHKUMAR UPADHYAY

Enrollment:2056001067

Dear Snehal,

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: 23 June,2022
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.
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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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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

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Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

RADADIYA DARSH BIPINBHAI

Enrollment:2056001069

Dear Darsh,

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: 23 June,2022
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.
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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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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

Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

PATEL JAYDEEP MUKESHBHAI

Enrollment:2056001070

Dear Jaydeep,

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: 23 June,2022
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.
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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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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

SARL Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

PATEL KETANKUMAR VISHNUBHAI

Enrollment:2056001071

Dear Ketankumar,

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: 23 June,2022
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.
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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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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

Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

PATEL VIRALKUMAR PRAVINBHAI

Enrollment:2056001072

Dear Viralkumar,

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: 23 June,2022
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.
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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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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

Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

KAMAN BABUBHAI PATEL

Enrollment:2056001090

Dear Kaman,

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: 23 June,2022
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.
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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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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

Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

MAHESH HARSENGBHAI CHAUDHARY

Enrollment:2056001091

Dear Mahesh,

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: 23 June,2022
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.
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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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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

SMART Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

AJAY BABUJI THAKOR

Enrollment:2056001092

Dear Ajay,

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: 23 June,2022
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.
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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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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

SMART Lab results are subject to clinical interpretation by qualified medical professional and this report is not subject to use for any medico-legal purpose.

Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

PATEL ABHITKUMAR PRAKASHKUMAR

Enrollment:2056001093

Dear Abhitkumar,

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: 23 June,2022
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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

PATEL RAVIKUMAR PRAKASHBHAI

Enrollment:2056001095

Dear Ravikumar,

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: 23 June,2022
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.
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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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

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Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

NIMESH HASMUKHBHAI PATEL

Enrollment:2056001096

Dear Nimesh,

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: 23 June,2022
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.
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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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

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Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

PATEL JIGNESHKUMAR ALPESHBHAI

Enrollment:2056001097

Dear Jigneshkumar,

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: 23 June,2022
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

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

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Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

PATEL JAY HITESHKUMAR

Enrollment:2056001099

Dear Jaydeep,

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: 23 June,2022
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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

PATEL DEEP AMRUTBHAI

Enrollment:2056001100

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: 23 June,2022
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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

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Appointment Letter

Swarrnim Startup and Innovation University
Training and Placement Department
Gandhinagar, Gujarat, India

22 January,2022

PATEL PARTH KAMLESHBHAI

Enrollment:2056001101

Dear Parth,

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: 23 June,2022
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.
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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

Swarrnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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Appointment Letter

6/12/2022

Dear Patel Parth Rameshbhai

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

You will be eligible for a stipend of INR 7,000 up to INR 5000 per month for the period with statutory deductions as per the company policies & performance. As a trainee you will not receive any of the employee benefits that regular employees receive. **During training period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 15 days' notice should you wish to terminate your training before the end of your tenure. Please note that the Post Successful Completion of Training, Your Compensation will be Rs.3,00,000/- CTC**

By accepting this offer of Training, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your training, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

or discussions. **Official communication either within the company or outside the company should be through the company Email of your manager only.**

To indicate your acceptance, please mail the signed and scanned soft copy the Training Appointment Letter and the documents as mentioned below to the <hr@verzeo.in> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexture-1

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
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serialNumber=0f2603d5a77309ae82dc
st=Gujarat
Date: 2024.10.10 10:45:46 +05'30'

Appointment Letter

6/12/2022

Dear Patel Priya Amrutbhai

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

You will be eligible for a stipend of INR 7,000 up to INR 5000 per month for the period with statutory deductions as per the company policies & performance. As a trainee you will not receive any of the employee benefits that regular employees receive. **During training period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 15 days' notice should you wish to terminate your training before the end of your tenure. Please note that the Post Successful Completion of Training, Your Compensation will be Rs.3,00,000/- CTC**

By accepting this offer of Training, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your training, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

or discussions. **Official communication either within the company or outside the company should be through the company Email of your manager only.**

To indicate your acceptance, please mail the signed and scanned soft copy the Training Appointment Letter and the documents as mentioned below to the <hr@verzeo.in> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexture-1

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

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st=Gujarat
Date: 2024.10.10 10:45:46 +05'30'

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Appointment Letter

6/12/2022

Dear Ovesh Iqbal Bhai Mansuri

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

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By accepting this offer of Training, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your training, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexture-1

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
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st=Gujarat
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Appointment Letter

6/12/2022

Dear Javiya Vasukumar Parsotambhai

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

You will be eligible for a stipend of INR 7,000 up to INR 5000 per month for the period with statutory deductions as per the company policies & performance. As a trainee you will not receive any of the employee benefits that regular employees receive. **During training period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 15 days' notice should you wish to terminate your training before the end of your tenure. Please note that the Post Successful Completion of Training, Your Compensation will be Rs.3,00,000/- CTC**

By accepting this offer of Training, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your training, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

or discussions. **Official communication either within the company or outside the company should be through the company Email of your manager only.**

To indicate your acceptance, please mail the signed and scanned soft copy the Training Appointment Letter and the documents as mentioned below to the <hr@verzeo.in> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexture-1

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

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st=Gujarat
Date: 2024.10.10 10:45:46 +05'30'

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Appointment Letter

6/12/2022

Dear Kalavadiya Aman Kantibhai

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

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By accepting this offer of Training, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your training, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

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Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexture-1

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st=Gujarat
Date: 2024.10.10 10:45:46 +05'30'

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Appointment Letter

6/12/2022

Dear Joshi Rutvikkumar Kalpeshkumar

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

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By accepting this offer of Training, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your training, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

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Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexture-1

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st=Gujarat
Date: 2024.10.10 10:45:46 +05'30'

Appointment Letter

6/12/2022

Dear Gohil Dhaval Nanubhai

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

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By accepting this offer of Training, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your training, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

or discussions. **Official communication either within the company or outside the company should be through the company Email of your manager only.**

To indicate your acceptance, please mail the signed and scanned soft copy the Training Appointment Letter and the documents as mentioned below to the <hr@verzeo.in> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

Annexture-1

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st=Gujarat
Date: 2024.10.10 10:45:46 +05'30'

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Appointment Letter

6/12/2022

Dear Desai Vedant Babubhai

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

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By accepting this offer of Training, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your training, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexture-1

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st=Gujarat
Date: 2024.10.10 10:45:46 +05'30'

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Appointment Letter

6/12/2022

Dear Aparnathi Abhishekgiri Batukgiri

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

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By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

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Ragin Ravindrabhai Shah

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Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexture-1

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st=Gujarat
Date: 2024.10.10 10:45:46 +05'30'

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Appointment Letter

6/12/2022

Dear Raval Nikhilkumar Pankajkumar

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

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Training and Placement Cell

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Ragin Ravindrab hai Shah

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Acceptance

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SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexture-1

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st=Gujarat
Date: 2024.10.10 10:45:46 +05'30'

Appointment Letter

6/12/2022

Dear Bhimani Kevin Shantilal

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

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Training and Placement Cell

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Acceptance

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SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexture-1

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Appointment Letter

6/12/2022

Dear Bhaumik Kiritbhai Patel

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

You will be eligible for a stipend of INR 7,000 up to INR 5000 per month for the period with statutory deductions as per the company policies & performance. As a trainee you will not receive any of the employee benefits that regular employees receive. **During training period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 15 days' notice should you wish to terminate your training before the end of your tenure. Please note that the Post Successful Completion of Training, Your Compensation will be Rs.3,00,000/- CTC**

By accepting this offer of Training, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your training, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

or discussions. **Official communication either within the company or outside the company should be through the company Email of your manager only.**

To indicate your acceptance, please mail the signed and scanned soft copy the Training Appointment Letter and the documents as mentioned below to the <hr@verzeo.in> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexture-1

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: • 10th standard or equivalent examination • 12th standard or equivalent examination • Graduation • Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	**Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.**

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st=Gujarat
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Appointment Letter

6/12/2022

Dear Dharmesh Rameshbhai Patel

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

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By accepting this offer of Training, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your training, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Annexture-1

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Appointment Letter

6/12/2022

Dear Darshil Umakant Patel

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

You will be eligible for a stipend of INR 7,000 up to INR 5000 per month for the period with statutory deductions as per the company policies & performance. As a trainee you will not receive any of the employee benefits that regular employees receive. **During training period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 15 days' notice should you wish to terminate your training before the end of your tenure. Please note that the Post Successful Completion of Training, Your Compensation will be Rs.3,00,000/- CTC**

By accepting this offer of Training, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your training, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

or discussions. **Official communication either within the company or outside the company should be through the company Email of your manager only.**

To indicate your acceptance, please mail the signed and scanned soft copy the Training Appointment Letter and the documents as mentioned below to the <hr@verzeo.in> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Annexture-1

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st=Gujarat
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Appointment Letter

6/12/2022

Dear Yashkumar Pravinbhai Patel

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

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By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

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or discussions. **Official communication either within the company or outside the company should be through the company Email of your manager only.**

To indicate your acceptance, please mail the signed and scanned soft copy the Training Appointment Letter and the documents as mentioned below to the <hr@verzeo.in> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH if we do not receive your acceptance as per the mentioned timeline.**

Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Annexture-1

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st=Gujarat
Date: 2024.10.10 10:45:46 +05'30'

verzeo
learn here lead anywhere

Appointment Letter

6/12/2022

Dear Sonagra Kuldeep Ganeshbhai

We are pleased to offer you a **2 Months'** training with Verzeo Edutech Pvt. Ltd. "At-will basis" which can be extended. Please find the following confirmation of your training program:

Internship Start Date: 7/15/2022

Internship End Date: 9/16/2022

Your job title will be **"Business Development Trainee"** Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

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By accepting this training letter, you agree that throughout your tenure, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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or discussions. **Official communication either within the company or outside the company should be through the company Email of your manager only.**

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Acceptance

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before 7/15/2022.

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

With Regards,

HR/Director,

Verzeo Edutech Pvt. Ltd.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Annexture-1

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

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001122

APPOINTMENT LETTER

To,
Trambadiya Meet Jagdishbhai

Dear Meet,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June20,2022.

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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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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 mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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Training and Placement Cell

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Trambadiya Meet Jagdishbhai

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai 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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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Sales & Marketing Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - 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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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001123

APPOINTMENT LETTER

To,
Patel Miltankumar Dalpatsinh

Dear Miltankumar,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June20,2022.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month 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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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Miltankumar Dalpatsinh

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

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3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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I hereby acknowledge and agree to abide by all internal policies of the Company.

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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"

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001125

APPOINTMENT LETTER

To,
Vyas Nikhil Bhavikbhai

Dear Nikhil,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June20,2022.

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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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 mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month 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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Training and Placement Cell

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Vyas Nikhil Bhavikbhai

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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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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Training and Placement Cell

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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Training and Placement Cell

10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Sales & Marketing Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001126

APPOINTMENT LETTER

To,
Harshidaba Rathod

Dear Harshidaba,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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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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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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Harshidaba Rathod

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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Bhoyan Rathod, Gandhinagar

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Sales & Marketing Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - 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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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001127

APPOINTMENT LETTER

To,
Radadiya Parth Harshadbhai

Dear Parth,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June20,2022.

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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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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 mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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Training and Placement Cell

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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Training and Placement Cell

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Swarnim Startup & Innovation University
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Training and Placement Cell

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Radadiya Parth Harshadbhai

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
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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**
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i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
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c) Variable Components

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Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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Training and Placement Cell

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Our offer to you as a **Sales & Marketing Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001130

APPOINTMENT LETTER

To,
Patel Maulikkumar Kanubhai

Dear Maulikkumar,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June20,2022.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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Training and Placement Cell

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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Training and Placement Cell

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Maulikkumar Kanubhai

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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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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Training and Placement Cell

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

Swarnim Startup & Innovation University
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Training and Placement Cell

10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Sales & Marketing Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

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In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Training and Placement Cell

Swarnim Startup & Innovation University
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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001131

APPOINTMENT LETTER

To,
Niral Shaileshbhai Patel

Dear Shaileshbhai,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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Swarnim Startup & Innovation University
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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.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

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Training and Placement Cell

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Niral Shaileshbhai Patel

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Sales & Marketing Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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 adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001132

APPOINTMENT LETTER

To,
Patel Jayminkumar

Dear Jayminkumar,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June20,2022.

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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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 mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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Training and Placement Cell

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

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This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Jayminkumar

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
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	Total Fixed Pay	**15,261**	**183132**
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d) Applicable tax would be borne by the employee.

Note –

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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Sales & Marketing Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001133

APPOINTMENT LETTER

To,
Patel Het Yogeshkumar

Dear Het,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The terms & conditions of our Offer of Employment to you are as follows:

1. **Date of Commencement of Employment:**

Your employment with the Company shall commence on June20,2022.

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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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 mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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Training and Placement Cell

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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Training and Placement Cell

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Het Yogeshkumar

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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Bhoyan Rathod, Gandhinagar

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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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Training and Placement Cell

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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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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Training and Placement Cell

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In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001134

APPOINTMENT LETTER

To,
Pansuriya Ravi

Dear Ravi,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Sales & Marketing Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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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 mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month 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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Training and Placement Cell

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Pansuriya Ravi

a) Remuneration

Division & Sub Division :S&M			
Designation: Sales & Marketing Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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Training and Placement Cell

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Training and Placement Cell

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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Training and Placement Cell

10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Sales & Marketing Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - 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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Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001135

APPOINTMENT LETTER

To,
Jadav Pruthvirajsinh

Dear Pruthvirajsinh,

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 June20,2022.

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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Training and Placement Cell

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Training and Placement Cell

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Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month 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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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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Jadav Pruthvirajsinh

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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Training and Placement Cell

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - 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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Training and Placement Cell

iOPEX [Business Optimized]∞ TECHNOLOGIES

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001136

APPOINTMENT LETTER

To,
Patel Parthkumar Kodarbhai

Dear Parthkumar,

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 June20,2022.

2. **Location:**

Your current location of employment shall be Bangalore , India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month 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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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Parthkumar Kodarbhai

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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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

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3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

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I hereby acknowledge and agree to abide by all internal policies of the Company.

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   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
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3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - 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"

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001139

APPOINTMENT LETTER

To,
Solanki Ajay Rashikbhai

Dear Ajay,

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 June20,2022.

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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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month 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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Training and Placement Cell

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Solanki Ajay Rashikbhai

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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Training and Placement Cell

10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
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6. Address Proof (Kindly provide all the below mentioned documents)

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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001140

APPOINTMENT LETTER

To,
Patel Divyang Rameshbhai

Dear Divyang,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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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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Training and Placement Cell

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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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Divyang Rameshbhai

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Training and Placement Cell

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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Training and Placement Cell

iOPEX [Business Optimized]∞ TECHNOLOGIES

10th March,2022

Ref: OPEX/RRF4108.CAN/2056001142

APPOINTMENT LETTER

To,
Patel Kinjal Maheshbhai

Dear Kinjal,

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 June20,2022.

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.

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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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 mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

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Training and Placement Cell

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Kinjal Maheshbhai

a) Remuneration

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Note –

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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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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12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Its mandate to submit the below mentioned documents at the time of your joining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip, if applicable.

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a
   - passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof (Kindly provide all the below mentioned documents)

   - Valid Indian Passport
   - Aadhar Card
   - Voters Identity Card
   - Telephone bill
   - Ration card
   - Electricity bill

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001143

APPOINTMENT LETTER

To,
Patel Rutik Mahesh

Dear Rutik,

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 June20,2022.

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.

Swarnim Startup & Innovation University
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For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

3. **Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

4. **Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

5. **Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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Training and Placement Cell

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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Training and Placement Cell

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Rutik Mahesh

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Training and Placement Cell

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

Swarnim Startup & Innovation University
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Training and Placement Cell

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In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Training and Placement Cell

Swarnim Startup & Innovation University
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Training and Placement Cell

10th March,2022

Ref: OPEX/RRF4108.CAN/2056001144

APPOINTMENT LETTER

To,
Prajapati Vijaykumar

Dear Vijaykumar,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as Business development Trainee with iOPEX Technologies in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

A specially appointed agency will conduct internal and external background Verification. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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Training and Placement Cell

You will be required to sign a standard Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Chennai, India.

As a token of your acceptance of this agreement, kindly sign the duplicate copy.

We welcome you to the iOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV
Associate Director - HRA

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits
Annexure C – Terms & Conditions

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Annexure A: Compensation Details (Salary & applicable benefits)

Name: Prajapati Vijaykumar

a) Remuneration

Division & Sub Division :M&P			
Designation: Business development Trainee			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	Total Fixed Pay	**15,261**	**183132**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	Sub-Total	**1,739**	**20,868**
	TOTAL CTC	**25,000**	**300,000**
	Net Pay	**21,904**	**262,843**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your category of employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with other employees.
ii. The above compensation structure is subject to change without affecting emoluments adversely.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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Training and Placement Cell

10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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 adisciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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Training and Placement Cell

10th March,2022
Ref: OPEX/RRF4108.CAN/2056001145

APPOINTMENT LETTER

To,
Patel Reetu Satishbhai

Dear Reetu,

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 June20,2022.

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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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 mayextend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. **Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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Training and Placement Cell

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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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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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Training and Placement Cell

Annexure A: Compensation Details (Salary & applicable benefits)

Name: Patel Reetu Satishbhai

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**
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Employer Contributions			
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	Sub-Total	**1,739**	**20,868**
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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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Training and Placement Cell

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company,; directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of one year from the date of your separation from iOPEX, without the prior written permission of the competent authority.

4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX., either to solicit business for personal gain or as an agent of any other company/ firm / organization, for a period of twelve months from the date of your relieving.

7. You are liable to not join any of our competitors including its associate companies or sister concerns for two years with effect from your date of joining. If you fail to adhere to the same, you and the company which you join will be liable for such non-conformance.

8. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

9. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=022ef90b114542e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beeafe3b5e9f5408942de4f9537c58eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=0f2603cf5f7703fae82dcbae0e10f5cf5763c41741522ca265cb67407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Training and Placement Cell

10. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

11. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

12. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian.

Our offer to you as a **Business development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethicsand your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

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"

Swarnim Startup & Innovation University
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Date: 2024.10.10 10:45:46 +05'30'

Training and Placement Cell

Mahindra FINANCE

Mahindra & Mahindra
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Dr. G. M. Bhosale Marg, Worli,
Mumbai 400 018 India

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref: MMFSL/Dec-2021/MT/HRD/**C2056001146**

Date: December 28, 2021

Mr.AGRAWAL NILESHKUMAR ASHOKBHAI

Dear Mr.Nileshkumar,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. Leave as per leave policy of the company.
2. You will be placed at our - MADURAI and report to the concerned Manager
3. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices situated in India.

During this period, you will be entitled to the following:

Components	Amount (in INR)
Basic	144000
HRA	72000
Personal Allowance	145396
Monthly Gross	30116
Annual Gross	**361396**
Annual Benefits	
Provident Fund	17280
Gratuity	6924
Superannuation	14400
Gross Fixed Annual CTC	**400000**
Performance Pay *	80000
Retention Bonus **	**120000**
Total Annual CTC	**600000**

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

VM

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*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of **Rs. 10 lakhs** subject to satisfactory compliance of rules of insurance company in this regard. This
   will be effective from the date of payment of premium against this policy.

2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company. We would appreciate if you can kindly join us on or before June 01,2022**.**
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

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhosale Marg, Worli,
Mumbai 400 018 India

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref: MMFSL/Dec-2021/MT/HRD/**C2056001147**

Date: December 28, 2021

Mr.MEETESH MUKESHBHAI PATEL

Dear Mr.Meetesh,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. Leave as per leave policy of the company.
2. You will be placed at our - MADURAI and report to the concerned Manager
3. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices situated in India.

During this period, you will be entitled to the following:

Components	Amount (in INR)
Basic	144000
HRA	72000
Personal Allowance	145396
Monthly Gross	30116
Annual Gross	**361396**
Annual Benefits	
Provident Fund	17280
Gratuity	6924
Superannuation	14400
Gross Fixed Annual CTC	**400000**
Performance Pay *	80000
Retention Bonus **	**120000**
Total Annual CTC	**600000**

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of **Rs. 10 lakhs** subject to satisfactory compliance of rules of insurance company in this regard. This
   will be effective from the date of payment of premium against this policy.

2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company. We would appreciate if you can kindly join us on or before June 01,2022**.**
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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhosale Marg, Worli,
Mumbai 400 018 India

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref: MMFSL/Dec-2021/MT/HRD/**C2056001148**

Date: December 28, 2021

Mr.PATEL TAPAN DINESHBHAI

Dear Mr.Tapan,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. Leave as per leave policy of the company.
2. You will be placed at our - MADURAI and report to the concerned Manager
3. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices situated in India.

During this period, you will be entitled to the following:

Components	Amount (in INR)
Basic	144000
HRA	72000
Personal Allowance	145396
Monthly Gross	30116
Annual Gross	**361396**
Annual Benefits	
Provident Fund	17280
Gratuity	6924
Superannuation	14400
Gross Fixed Annual CTC	**400000**
Performance Pay *	80000
Retention Bonus **	**120000**
Total Annual CTC	**600000**

Training and Placement Cell

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Ragin Ravindrabhai Shah

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of **Rs. 10 lakhs** subject to satisfactory compliance of rules of insurance company in this regard. This
   will be effective from the date of payment of premium against this policy.

2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company. We would appreciate if you can kindly join us on or before June 01,2022**.**
Please sign the duplicate copy of this letter as token of acceptance of the above offer.
The above offer of appointment is subject to submission & verification of following documents:

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- 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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhosale Marg, Worli,
Mumbai 400 018 India

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref: MMFSL/Dec-2021/MT/HRD/**C2056001149**

Date: December 28, 2021

Mr.SOLANKI PARTH BHAGVANSINH

Dear Mr.Parth,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

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During this period, you will be entitled to the following:

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Basic	144000
HRA	72000
Personal Allowance	145396
Monthly Gross	30116
Annual Gross	**361396**
Annual Benefits	
Provident Fund	17280
Gratuity	6924
Superannuation	14400
Gross Fixed Annual CTC	**400000**
Performance Pay *	80000
Retention Bonus **	**120000**
Total Annual CTC	**600000**

Training and Placement Cell

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of **Rs. 10 lakhs** subject to satisfactory compliance of rules of insurance company in this regard. This
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2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company. We would appreciate if you can kindly join us on or before June 01,2022**.**
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- Address Proof

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

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Mumbai 400 018 India

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref: MMFSL/Dec-2021/MT/HRD/**C2056001151**

Date: December 28, 2021

Mr.VAGHELA MAHESHKUMAR ARVINDBHAI

Dear Mr.Maheshkumar,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

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Retention Bonus **	**120000**
Total Annual CTC	**600000**

Training and Placement Cell

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

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- Address Proof

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

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Fax: +91 22 2498170/71

Ref: MMFSL/Dec-2021/MT/HRD/**C2056001153**

Date: December 28, 2021

Mr.PATEL VIDHUKUMAR MAHESHBHAI

Dear Mr.Vidhukumar,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

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1. Leave as per leave policy of the company.
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Total Annual CTC	**600000**

Training and Placement Cell

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

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Please sign the duplicate copy of this letter as token of acceptance of the above offer.
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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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

Mahindra FINANCE

Mahindra & Mahindra
Financial Services Ltd.
Mahindra Towers, 4th Floor,
Dr. G. M. Bhosale Marg, Worli,
Mumbai 400 018 India

Tel: +91 22 66526000
Fax: +91 22 2498170/71

Ref: MMFSL/Dec-2021/MT/HRD/**C2056001154**

Date: December 28, 2021

Mr.MAYANKKUMAR RAMANBHAI PATEL

Dear Mr.Mayankkumar,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. Leave as per leave policy of the company.
2. You will be placed at our - MADURAI and report to the concerned Manager
3. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices situated in India.

During this period, you will be entitled to the following:

Components	Amount (in INR)
Basic	144000
HRA	72000
Personal Allowance	145396
Monthly Gross	30116
Annual Gross	**361396**
Annual Benefits	
Provident Fund	17280
Gratuity	6924
Superannuation	14400
Gross Fixed Annual CTC	**400000**
Performance Pay *	80000
**Retention Bonus ** **	**120000**
Total Annual CTC	**600000**

Training and Placement Cell

VM

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

At the end of the 2nd year an amount of Rs. 1,20,000/- would be paid and the same would be merged with the current CTC of the Management Trainee thereafter, provided he / she is rated at 'S+' or 'ES' in the appraisal. The total CTC would be further divided into the 80 : 20 ratio of fixed : variable.

** Allowance as per policies currently in force and subject to change based on individual and company's performance

1. Cover of personal accident insurance against death and disablement resulting from accidents to a maximum amount of **Rs. 10 lakhs** subject to satisfactory compliance of rules of insurance company in this regard. This
   will be effective from the date of payment of premium against this policy.

2. The Employee, spouse, children and two dependents will be covered under Group Mediclaim policy to a maximum amount of **Rs. 3 lakhs**.

A detailed appointment letter will be issued to you after your joining the Company. We would appreciate if you can kindly join us on or before June 01,2022**.**
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
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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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

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Ref: MMFSL/Dec-2021/MT/HRD/**C2056001156**

Date: December 28, 2021

Ms.VADADRA VENUS VIJAYBHAI

Dear Ms.Venus,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

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HRA	72000
Personal Allowance	145396
Monthly Gross	30116
Annual Gross	**361396**
Annual Benefits	
Provident Fund	17280
Gratuity	6924
Superannuation	14400
Gross Fixed Annual CTC	**400000**
Performance Pay *	80000
Retention Bonus **	**120000**
Total Annual CTC	**600000**

Training and Placement Cell

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Ragin Ravindrabhai Shah

Mahindra FINANCE

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FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

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Ref: MMFSL/Dec-2021/MT/HRD/**C2056001158**

Date: December 28, 2021

Mr.PATEL RAJKUMAR KALIDAS

Dear Mr.Rajkumar,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

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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

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

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FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

Mahindra FINANCE

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Ref: MMFSL/Dec-2021/MT/HRD/**C2056001160**

Date: December 28, 2021

Mr.PATEL HARSH UMESHBHAI

Dear Mr.Harsh,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

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Annual Benefits	
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Gratuity	6924
Superannuation	14400
Gross Fixed Annual CTC	**400000**
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Retention Bonus **	**120000**
Total Annual CTC	**600000**

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

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Retention Bonus - At the end of 1st year a one time 'Retention Bonus' of Rs. 1,20,000/- would be paid to he Management Trainee provided he / she is rated at 'S' and above in the appraisal.

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FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

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Ref: MMFSL/Dec-2021/MT/HRD/**C2056001161**

Date: December 28, 2021

Mr.KATHIRIYA RUTVIK RAMESHBHAI

Dear Mr.Rutvik,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

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Gratuity	6924
Superannuation	14400
Gross Fixed Annual CTC	**400000**
Performance Pay *	80000
Retention Bonus **	**120000**
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Training and Placement Cell

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

*Note: Performance Pay is paid after 6 months, post confirmation and successful completion of the Project.

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- Address Proof

FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

Mahindra FINANCE

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Mumbai 400 018 India

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Fax: +91 22 2498170/71

Ref: MMFSL/Dec-2021/MT/HRD/**C2056001162**

Date: December 28, 2021

Mr.BAGSARIYA VRAJESH BATUKBHAI

Dear Mr.Vrajesh,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

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**Retention Bonus ** **	**120000**
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Training and Placement Cell

VM

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Mahindra FINANCE

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FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

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Ref: MMFSL/Dec-2021/MT/HRD/**C2056001164**

Date: December 28, 2021

Mr.PATEL JAINITH VASUDEV

Dear Mr.Jainith,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

Further to the interview, we are pleased to offer you employment as **"Assistant-Manager Public Relation"** in Grade – **L8O** at our Office Location.

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Training and Placement Cell

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Ragin Ravindrabhai Shah

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FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

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Ref: MMFSL/Dec-2021/MT/HRD/**C2056001165**

Date: December 28, 2021

Mr.CHAUTURVEDI DHAVALPAL SOMABHAI

Dear Mr.Dhavalpal,

SUB : Appointment Letter

We refer to your application and subsequent interviews for the **Assistant-Manager- Public Relation** position in our company.

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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FOR MAHINDRA & MAHINDRA FINANCIAL SERVICES LTD.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

AUTHORISED SIGNATORY

Ravindrabhai Shah

TCIEXP/HRD/XCRP/RC15/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Vyas Abhi Pankajbhai,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as **Territory Sales Officer (TSO)** effective from **15th June,2022** 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 June,2022** 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

Bhoyan Rathod, Gandhinagar

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef9bb11454e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3bee4fe3b5e0f540894206e4f9537c58eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=5a6be1f0537d6c31781c5e1d1d1d

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Abhi

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

TCI EXPRESS
LEADER IN EXPRESS

(ANNEXURE-1: CTC DETAILS)

Name:Vyas Abhi Pankajbhai **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.**

Abhi

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th June,2022 to 21st June,2022** 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 June,2022** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Abhi**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

TCIEXP/HRD/XCRP/RC16/2022 **14th April,2022**

Subject: Offer of Appointment

DearMr.Hathi Hasanbhai Husenibhai,

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 June,2022** 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 June,2022** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2022.04.14 17:08:31 +05'30'

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Hasanbhai

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

(ANNEXURE-1: CTC DETAILS)

Name:Hathi Hasanbhai Husenibhai **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.**

Hasanbhai

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th June,2022 to 21st June,2022** 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 June,2022** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Hasanbhai**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

TCIEXP/HRD/XCRP/RC17/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Patel Utpalkuamr Manharbhai,

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 June,2022** 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
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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 June,2022** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2022.04.14 17:08:31 +05'30'

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Utpalkumar

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

(ANNEXURE-1: CTC DETAILS)

Name:Patel Utpalkuamr Manharbhai **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.**

Utpalkumar

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

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You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Utpalkumar**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

TCIEXP/HRD/XCRP/RC18/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Patel Sahilkumar Vishnubhai,

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 June,2022** 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
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4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
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8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

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Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Sahilkumar

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

(ANNEXURE-1: CTC DETAILS)

Name:Patel Sahilkumar Vishnubhai **Grade: D**

Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund *(12% of Basic)*	1,596
Group Personal Accident Insurance	19
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Gross salary per 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.**

Sahilkumar

Signature

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

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Sec. 47, Gurugram - 122001
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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 June,2022**)

Amresh Mishra **Sahilkumar**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef90b114542e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beeafe305e9f5408942de4f9537c58eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=0f2603d5d7703faa82dcbaebe10f5d5763c41741522aa265cb74076666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC19/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Patel Biren Harshadbhai,

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 June,2022** 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 June,2022** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Biren

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

TCI EXPRESS
LEADER IN EXPRESS

(ANNEXURE-1: CTC DETAILS)

Name:Patel Biren Harshadbhai **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.**

Biren

Signature

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th June,2022 to 21st June,2022** 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 June,2022** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Biren**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

TCIEXP/HRD/XCRP/RC20/2022 14th April,2022

Subject: Offer of Appointment

DearMs.Patel Viral Ashvinkumar,

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 June,2022** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

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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
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Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Bhoyan Rathod, Gandhinagar

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Date: 2022.04.14 17:08:31 +05'30'

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Viral

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

(ANNEXURE-1: CTC DETAILS)

Name:Patel Viral Ashvinkumar **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
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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.**

Viral

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th June,2022 to 21st June,2022** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR.

Travelling

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Conveyance

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Stay & Accommodation:

Your accommodation is arranged at below guest house:

THE N S RESIDENCY
Plot No. 208-P,
Near DPS Primary School
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Phone: 0124-4054437/ 9599754675 (Contact Person: Mr. R.K. Verma)

Check-in time at the guest house is **After 10:00 AM onwards on 15th June,2022** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Viral**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

TCIEXP/HRD/XCRP/RC21/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Patel Shaktikumar Babulal,

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 June,2022** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

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7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

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You are requested to report for joining along with above documents (along with the originals) on **15th June,2022** 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

Bhoyan Rathod, Gandhinagar

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Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Shktikumat

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

(ANNEXURE-1: CTC DETAILS)

Name:Patel Shaktikumar Babulal	**Grade: D**
Basic Salary	13,300
House Rent Allowance ***(50% of Basic)***	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund ***(12% of Basic)***	1,596
Group Personal Accident Insurance	19
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TOTAL	3,429
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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.**

Shktikumat

Signature

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
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Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Shktikumat**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

TCIEXP/HRD/XCRP/RC22/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Patel Deep Shaileshbhai,

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 June,2022** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

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5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
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You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

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Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Deep

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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

(ANNEXURE-1: CTC DETAILS)

Name:Patel Deep Shaileshbhai **Grade: D**

Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
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Special Allowances	4,125
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Deep

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

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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 June,2022** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Deep**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef90b114542e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beeafe305e9f5408942de4f9537c58eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=0f2603d5d7703faa82dc5aebe10f5d5763c41741522ca265cb74076666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC23/2022 14th April,2022

Subject: Offer of Appointment

DearMs.Patel Priya Ketankumar,

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 June,2022** 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 June,2022** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef9bb11454e5bb44d53ee0d1fce, 2.5.4.20=f2d4874d45a02b76d89e3bee4fe3b5e5f540894204ef99537c58eeb40d7951483, postalCode=380015, st=Gujarat, serialNumber=5a6be1f05c7f4c43781c5e1d1d1d

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Priyankkumar

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=022ef90b114542e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beefe30b5e9f5408942de4f9537c584eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=0f2603d5d7703fae82dc5aebe10f5d5763c41741522ca265cb67407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name:Patel Priya Ketankumar	**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.**

Priyankkumar

Signature

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th June,2022 to 21st June,2022** 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 June,2022** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra

Priyankkumar

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

TCIEXP/HRD/XCRP/RC24/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Hiragar Karan Shankarbhai,

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 June,2022** 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 June,2022** at **1:00 PM** at **TCI Express Limited**, **TCI House, 69 Institutional Area, Sector-32, Gurgaon – 122001, Ph. No – 0124- 2384090-94.** The originals will be returned back to you after verification.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

You are requested to carefully read the **Annexure II** containing information about your joining & Induction.

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef9bb11454e5bb44d53ee0d1fce, 2.5.4.20=f2d4874d45a02b76d89e3bee4fe3b5e0f540894206e4f99537c58eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=5a6be1f05c7f4b3176f1c9ab1d1b74076666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2022.04.14 17:08:37 +05'30'

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Karan

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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DN: c=IN, o=Personal, title=4505, pseudonym=022ef9bb114542e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beefe3b3e5e9f5408f942de4f9537c584eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=0f2603d5d7703f9ae82dc5aebe10f5d7163c41741522ca265cb67407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name:Hiragar Karan Shankarbhai **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.**

Karan

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrab 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 June,2022 to 21st June,2022** 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 June,2022** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Karan**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

TCIEXP/HRD/XCRP/RC25/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Patel Purvil Rakeshbhai,

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 June,2022** 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 June,2022** 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

Bhoyan Rathod, Gandhinagar

Ragin Ravindrab hai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Purvil

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

(ANNEXURE-1: CTC DETAILS)

Name:Patel Purvil Rakeshbhai **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.**

Purvil

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th June,2022 to 21st June,2022** at our Corporate Office in Gurgaon and other offices/ facilities around Delhi/ NCR.

Travelling

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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 June,2022**)

Amresh Mishra **Purvil**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

TCIEXP/HRD/XCRP/RC26/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Thummar Ravi Vipulbhai,

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 June,2022** 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 June,2022** 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

Bhoyan Rathod, Gandhinagar Swarnim Startup & Innovation University

Digitally signed by Ragin Ravindrabhai Shah
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Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Ravi

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

(ANNEXURE-1: CTC DETAILS)

Name:Thummar Ravi Vipulbhai **Grade: D**

Basic Salary	13,300
House Rent Allowance *(50% of Basic)*	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund *(12% of Basic)*	1,596
Group Personal Accident Insurance	19
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Gratuity	639
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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.**

Ravi

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

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Induction Programme
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Travelling

-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 June,2022** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Ravi**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef90b114542e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beeafe305e9f5408942de4f9537c58eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=0f2603d5d7703faa82dc5aebe10f5d5763c41741522aa265cb6740766664d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC27/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Patel Niravkumar Dharmendrabhai,

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 June,2022** 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 June,2022** 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

Bhoyan Rathod, Gandhinagar Swarnim Startup & Innovation University

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef9bb11454e5bb44d53ee0d1fc1e2.5.4.20=f2d4874d45a02b76d89e3bee4fe3b5e0f540894206e4f99537c58eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=5a6be1f0537d6c31781c5e1d1d1d

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Niravkumar

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=022ef9bb114542e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beefe3b5e5ff5408f942de4f9537c584eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=0f2603d5d7703f9ae82dc5aebe10f5d7163c41741522ca265cb67407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name:Patel Niravkumar Dharmendrabhai **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.**

Niravkumar

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrab 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 June,2022 to 21st June,2022** 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 June,2022** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Niravkumar**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=022ef90b114542e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beefe3b5e5f540894260e4f9537c58eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=0f2603cf5f7703ea182cb57407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC28/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Gosai Vishva Ravindragiri,

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 June,2022** 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 June,2022** 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

Bhoyan Rathod, Gandhinagar Swarnim Startup & Innovation University

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Date: 2022.04.14 17:08:39 +05'30'

Ragin Ravindrabhai Shah

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Vishva

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=022ef9bb114542e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beefe3b5e5f540894260e4f9537c584eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=0f2603cf5773094e82dc5aebe10f5cf7163c41741522ca265cb67407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name:Gosai Vishva Ravindragiri **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.**

Vishva

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrab 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 June,2022 to 21st June,2022** 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 June,2022** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Vishva**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

TCIEXP/HRD/XCRP/RC29/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Patel Rohankumar Natwarbhai,

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 June,2022** 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 June,2022** 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

Bhoyan Rathod, Gandhinagar Swarnim Startup & Innovation University

Digitally signed by Ragin Ravindrabhai Shah
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Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Rohankumar

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=022ef9bb114542e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beefe3b5e5f540894260e4f9537c584eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=0f2603cf5773093ae82dc5aebe10f5cf7163c41741522ca265cb67407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

(ANNEXURE-1: CTC DETAILS)

Name:Patel Rohankumar Natwarbhai **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.**

Rohankumar

Signature

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
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You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Rohankumar**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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DN: c=IN, o=Personal, title=4505, pseudonym=02aef90b114542e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beeafe305e9f5408942de4f9537c58eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=0f2603d5d7703faa82dc5aebe10f5d5763c41741522aa265cb74076666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

TCIEXP/HRD/XCRP/RC30/2022 14th April,2022

Subject: Offer of Appointment

DearMr.Patel Priyank Gautambhai,

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 June,2022** on mutually agreed terms and conditions**.**

Your initial place of posting will be at our **TCI Express Bangalore Regional Office.** You are required to report to: **Mr. Piush Chachan, Regional Head-XBRO. In addition, your functional reporting would be to Mr. Manish Jain, National Head - Sales & Marketing, TCI Express Corporate office.**

Detailed appointment letter shall be given to you on your reporting.

Please submit the following documents at the time of joining.

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2. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along with the Photocopy of their photo ID proof
3. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format) 4. 3 passport size photographs
4. Copy of Voter I Card copy/ Passport Copy/ Driving License Copy
5. Copy of passbook of Bank A/c in State Bank of India/ HDFC Bank
6. Copy of Aadhar Card
7. Copy of Pan Card
8. Experience certificates, as applicable
9. Relieving letter from your present employer, as applicable
10. Last 3 Months Salary Slip, as applicable

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 June,2022** 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

Bhoyan Rathod, Gandhinagar

Digitally signed by Ragin Ravindrabhai Shah
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Date: 2022.04.14 17:08:31 +05'30'

Please return a duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by **16th April,2022.**

Regards,

With Best Wishes,

For TCI Express Ltd.

Amresh Mishra
AVP-HR

Priyank

Signature

Encl: Annexure I (CTC Details)
Annexure II (Details regarding Joining & Induction)

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

(ANNEXURE-1: CTC DETAILS)

Name:Patel Priyank Gautambhai	**Grade: D**
Basic Salary	13,300
House Rent Allowance ***(50% of Basic)***	6,650
Conveyance	1,800
Statutory Bonus	792
Special Allowances	4,125
Provident Fund ***(12% of Basic)***	1,596
Group Personal Accident Insurance	19
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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.**

Priyank

Signature

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

ANNEXURE-II (Joining & Induction)

Submission of Documents
On Day zero, the Joining Formalities shall be done.

Please **submit all the required documents** as mentioned in the Offer letter (Sr. no. 1 to 9) on between **1:00 PM – 4:00PM** at our **Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.**

Induction Programme
From Day 1, you will undergo Induction programme between **15th June,2022 to 21st June,2022** 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 June,2022** -
Necessary arrangement is made for stay, breakfast & Dinner.
- Menu is fixed. You shall be required to bear expenses, if you order apart from the fixed menu. -
You shall be required to clear all your dues with the guest house before check-out.

Important Note:

Please carry all your luggage, as you shall proceed to your place of posting on the last day of the Induction Programme (i.e., **21st June,2022**)

Amresh Mishra **Priyank**

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef90b114542e5bb44d53ee0d1fc1e, 2.5.4.20=f2d4874d45a02b76d89e3beeafe305e9f5408942de4f9537c58eeb40e7951483, postalCode=380015, st=Gujarat, serialNumber=0f2603d5d7703faa82dc5aebe10f5d5763c41741522aa265cb74076666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Offer:Business Process Hiring
Ref:TCSL/DT20207277105/Ahmedabad Date: 2/10/2022

Mr.Prajapati Harshkumar Vishnubhai

Dear Prajapati Harshkumar Vishnubhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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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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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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Prajapati Harshkumar Vishnubhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277106/Ahmedabad Date: 2/10/2022

Mr.Saxena Raj Hasmukhbhai

Dear Saxena Raj 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 youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Saxena Raj 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, TCSLdefined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277107/Ahmedabad Date: 2/10/2022

Mr.Barot Harsh Narendrabhai

Dear Barot Harsh Narendrabhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Barot Harsh Narendrabhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277108/Ahmedabad Date: 2/10/2022

Mr.Thakor Niravkumar Kanubhai

Dear Thakor Niravkumar Kanubhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in

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

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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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Thakor Niravkumar Kanubhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer:Business Process Hiring
Ref:TCSL/DT20207277109/Ahmedabad Date: 2/10/2022

Ms.Trivedi Darshinkumar Niranjanbhai

Dear Trivedi Darshinkumar Niranjanbhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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
TCS HOUSE, 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 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Trivedi Darshinkumar Niranjanbhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

Training and Placement Cell

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Ragin Ravindrabhai Shah
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Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer:Business Process Hiring
Ref:TCSL/DT20207277110/Ahmedabad Date: 2/10/2022

Mr.Sheth Choula Geetkumar

Dear Sheth Choula Geetkumar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Sheth Choula Geetkumar**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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 bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277111/Ahmedabad Date: 2/10/2022

Mr.Vrinda Gopalbhai Baria

Dear Vrinda Gopalbhai Baria,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Vrinda Gopalbhai Baria**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277112/Ahmedabad Date: 2/10/2022

Mr.Gosai Bindiyaben Manhargiri

Dear Gosai Bindiyaben Manhargiri,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
TATA CONSULTANCY SERVICES
TCS House, 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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18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PANcard along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Gosai Bindiyaben Manhargiri**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277113/Ahmedabad Date: 2/10/2022

Mr.Vaghela Hiralben Jashwantbhai

Dear Vaghela Hiralben Jashwantbhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

Training and Placement Cell

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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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Vaghela Hiralben Jashwantbhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277114/Ahmedabad Date: 2/10/2022

Mr.Patel Foram Manishbhai

Dear Patel Foram Manishbhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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Ragin Ravindrabhai Shah
TATA CONSULTANCY SERVICES
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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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters/years) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Patel Foram Manishbhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

Training and Placement Cell

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Ragin Ravindrabhai Shah
TATA CONSULTANCY SERVICES
TCS FNL - 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

Offer:Business Process Hiring
Ref:TCSL/DT20207277115/Ahmedabad Date: 2/10/2022

Mr.Bhavasar Hiral Umeshbhai

Dear Bhavasar Hiral Umeshbhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Bhavasar Hiral Umeshbhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

Training and Placement Cell

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

Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277116/Ahmedabad Date: 2/10/2022

Mr.Korat Hemanshi Haribhai

Dear Korat Hemanshi Haribhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Korat Hemanshi Haribhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277117/Ahmedabad Date: 2/10/2022

Mr.Kapadiya Mansi Sureshbhai

Dear Kapadiya Mansi 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 youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

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Ragin Ravindrabhai Shah
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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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Kapadiya Mansi 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, TCSLdefined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277118/Ahmedabad Date: 2/10/2022

Mr.Jethva Hetal Nareshbhai

Dear Jethva Hetal 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 youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

Training and Placement Cell

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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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Jethva Hetal 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, TCSLdefined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277119/Ahmedabad Date: 2/10/2022

Mr.Savaliya Truptiben Gautambhai

Dear Savaliya Truptiben Gautambhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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Ragin Ravindrabhai Shah
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Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Savaliya Truptiben Gautambhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Ragin Ravindrabhai Shah
TATA CONSULTANCY SERVICES
TCS House, 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

Offer:Business Process Hiring
Ref:TCSL/DT20207277120/Ahmedabad Date: 2/10/2022

Mr.Dudhat Jinalben Jitendrabhai

Dear Dudhat Jinalben Jitendrabhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Training and Placement Cell

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Dudhat Jinalben Jitendrabhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

Training and Placement Cell

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

Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277121/Ahmedabad Date: 2/10/2022

Mr.Patel Maitreeben Nageshkumar

Dear Patel Maitreeben Nageshkumar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Patel Maitreeben Nageshkumar**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277122/Ahmedabad Date: 2/10/2022

Ms.Chaudhary Alkaben Manjibhai

Dear Chaudhary Alkaben Manjibhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof India.

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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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
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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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Chaudhary Alkaben Manjibhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277123/Ahmedabad Date: 2/10/2022

Mr.Raval Mansi Anilkumar

Dear Raval Mansi Anilkumar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Raval Mansi Anilkumar**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer:Business Process Hiring
Ref:TCSL/DT20207277124/Ahmedabad Date: 2/10/2022

Ms.Maheshwari Premji Jivabhai

Dear Maheshwari Premji Jivabhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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Ragin Ravindrabhai Shah
TATA CONSULTANCY SERVICES
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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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters/years) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Maheshwari Premji Jivabhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer:Business Process Hiring
Ref:TCSL/DT20207277126/Ahmedabad Date: 2/10/2022

Ms.Shah Riya Jigneshkumar

Dear Shah Riya Jigneshkumar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Training and Placement Cell

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

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Shah Riya Jigneshkumar**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

Training and Placement Cell

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

Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277127/Ahmedabad Date: 2/10/2022

Ms.Patel Kaminee Chhanabhai

Dear Patel Kaminee Chhanabhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
TATA CONSULTANCY SERVICES
TCS House, 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Patel Kaminee Chhanabhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277128/Ahmedabad Date: 2/10/2022

Ms.Rao Palak Ranjeetsingh

Dear Rao Palak Ranjeetsingh,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PANcard along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Rao Palak Ranjeetsingh**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277129/Ahmedabad Date: 2/10/2022

Mr.Parmar Hetalben Jasvantbhai

Dear Parmar Hetalben Jasvantbhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

Training and Placement Cell

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Parmar Hetalben Jasvantbhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277130/Ahmedabad Date: 2/10/2022

Mr.Valand Vishalkumar Kiritbhai

Dear Valand Vishalkumar Kiritbhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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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Ragin Ravindrabhai Shah
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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters/years) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Valand Vishalkumar Kiritbhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277131/Ahmedabad Date: 2/10/2022

Mr.Rajvanshi Amit Kiritbhai

Dear Rajvanshi Amit Kiritbhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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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 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Rajvanshi Amit Kiritbhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

Training and Placement Cell

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

Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277132/Ahmedabad Date: 2/10/2022

Mr.Zankat Devsmitaben Vijaybhai

Dear Zankat Devsmitaben Vijaybhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 House, 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
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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	**Zankat Devsmitaben Vijaybhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277133/Ahmedabad Date: 2/10/2022

Mr.Sharma Gauri Vijay Kumar

Dear Sharma Gauri Vijay Kumar,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*There is no criminal offence registered/pending against you

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Ragin Ravindrabhai Shah
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Sharma Gauri Vijay Kumar**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277134/Ahmedabad Date: 2/10/2022

Mr.Gajera Priyanshi Rajeshbhai

Dear Gajera Priyanshi Rajeshbhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

Training and Placement Cell

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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Gajera Priyanshi Rajeshbhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer:Business Process Hiring
Ref:TCSL/DT20207277135/Ahmedabad Date: 2/10/2022

Mr.Jasani Krupaben Bhaveshbhai

Dear Jasani Krupaben Bhaveshbhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters/years) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Jasani Krupaben Bhaveshbhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer:Business Process Hiring
Ref:TCSL/DT20207277136/Ahmedabad Date: 2/10/2022

Mr.Gohil Purvita Dilipsinh

Dear Gohil Purvita Dilipsinh,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Training and Placement Cell

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Gohil Purvita Dilipsinh**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

Training and Placement Cell

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

Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277137/Ahmedabad Date: 2/10/2022

Mr.Chaudhary Mukeshbhai Velajibhai

Dear Chaudhary Mukeshbhai Velajibhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Chaudhary Mukeshbhai Velajibhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277138/Ahmedabad Date: 2/10/2022

Mr.Sharma Hiteshkumar Champaklal

Dear Sharma Hiteshkumar Champaklal,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*There is no criminal offence registered/pending against you

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Sharma Hiteshkumar Champaklal**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277139/Ahmedabad Date: 2/10/2022

Ms.Rathore Anchal Kanwar Anandsingh

Dear Rathore Anchal Kanwar Anandsingh,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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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

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Rathore Anchal Kanwar Anandsingh**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Offer:Business Process Hiring
Ref:TCSL/DT20207277141/Ahmedabad Date: 2/10/2022

Mr.Divyeshkumar Ramjibhai Chaudhari

Dear Divyeshkumar Ramjibhai Chaudhari,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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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Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Divyeshkumar Ramjibhai Chaudhari**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277142/Ahmedabad Date: 2/10/2022

Mr.Pandvala Nitinkumar Kantibhai

Dear Pandvala Nitinkumar Kantibhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
TATA CONSULTANCY SERVICES
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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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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Pandvala Nitinkumar Kantibhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277143/Ahmedabad Date: 2/10/2022

Mr.Amitaben Rajendrakumar Pandya

Dear Amitaben Rajendrakumar Pandya,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Amitaben Rajendrakumar Pandya**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277144/Ahmedabad Date: 2/10/2022

Mr.Makwana Manishkumar Narayanbhai

Dear Makwana Manishkumar Narayanbhai,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Makwana Manishkumar Narayanbhai**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277145/Ahmedabad Date: 2/10/2022

Ms.Chauhan Mahipalsinh Takhatsinh

Dear Chauhan Mahipalsinh Takhatsinh,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, 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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Chauhan Mahipalsinh Takhatsinh**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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Offer:Business Process Hiring
Ref:TCSL/DT20207277146/Ahmedabad Date: 2/10/2022

Mr.Puwar Rajeshwari Yuvrajsinh

Dear Puwar Rajeshwari Yuvrajsinh,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make youan offer.

This offer is based on your profile and performance in the selection process. You have beenselected for the position of **Business Process 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 XploreProgram which gives you an additional earning potential of upto **Rs.60,000** during the firstyear.Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **10,660/-**per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However, you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **1,232/-**per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and 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. Thisallowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES
You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

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 requiredto enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in

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

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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 toassist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship anytime if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amendthe training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's 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 revealedto you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be requiredto execute an agreement, to serve TCSL for a minimum period of 1 year after joining,failing which, you (and your surety) will be liable to pay TCSL `50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

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12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set outin the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

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

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Governmentof 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 ofGraduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). ForSrilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for
- multiplenames, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with theJoining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the formatprovided by TCSL) stating:

*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 previousemployer

The original documents will be returned to you after verification.
In addition to the above original documents, please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part ofthe ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and 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 oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are notinterested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joiningletter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

GROSS SALARY SHEET **Annexure 1**

Name	**Puwar Rajeshwari Yuvrajsinh**
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 Childrenthen Rs. 3,900/- per beneficiary needs to be added to the abovementioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in

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TCSXplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,132	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	**3864**	91,752

Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Confidentiality and IP Terms and Conditions -

Annexure 3:

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not bea ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

ANRajgadi

GUJARAT TERCE LABORATORIES LIMITED

Reference number:
GTLL/22-23/107
Date: 06-12-2022

Mr.Jadaeja Jayrajsinh Natvarsinh
Phone/Mobile: 8401283222
E-mail: jayrajsinh.jadeja2000@gmail.com

Dear Mr.Jadaeja

Welcome to **Gujarat Terce Laboratories Limited!**

Further to the discussion we had with you, we are pleased to offer you the position of PMT HEAD based at **Ahmedabad** Head Quarter**.**

On receipt of this letter, please send your acceptance letter along with the acknowledged copy of your resignation letter from you present organization.

Your services are liable to be terminated at any time without giving any notice or without payment of any compensation in case if it is found that the information provided by you for seeking appointment is incorrect or you have willfully suppressed the material information.

We are enclosing herewith **Annexure-A** showing the list of documents to be submitted by you and **Annexure-B** showing details of your salary.

Thanking you

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai

Admn. Office : D/801 & 802, The First, Behind Keshavbaug Party Plot,
Near Shivalik High-street, Vastrapur, Ahmedabad-380015 Gujarat.(INDIA) ● Ph.: 079-48933701
E.mail : ho@gujaratterce.com ● Web. : www.gujaratterce.com
CIN:L24100GJ1985PLC007753

Identity Card



VIKASKUMAR PATEL

Ecode 2112516

D.O.B 06/08/1999

D.O.J 01/03/2023

Blood Grp. B+

Authorised Sign

If you find this card please return it back to :-

INTAS PHARMACEUTICALS LTD.

Matoda Plant :- 457/458 Sarkhej - Bavla Highway, Matoda.

Tal:- Sanand, Ahmedabad. - 382210

Phone No.:- 02717-661100

Training and Placement Cell

Ragin

Ravindrab

hai Shah

Swarrnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Otsuka

Otsuka-people creating new products
for better health worldwide



Rudrajeet Patel

Employee Code : 20104038

DOJ : 19.02.2024

Emergency No.: +91 9925846520

Blood Group : B+

Authorised Signatory

Otsuka Pharmaceutical India Private Limited

Village - Vasana - Chacharwadi, Tal - Sanand,
Ahmedabad - 382 213. India.

T: +91 2717 667000 F: +91 2717 667050

www.otsukapharma.in

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Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
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VANSH IVF CENTER
વંશ ટેસ્ટ ટ્યુબ બેબી સેન્ટર

care and cure
Gynaec & Fertility Hospital

Care and Cure Hospital,
Bharuch.
Date. 19/07/2022

Dear Sisodiya Pratik Rajeshkumar,

With reference to your interview and subsequent discussions you had with us, the management is here by pleased to appoint you in our Hospital on the following terms & conditions:

1. **Designation:** You will be designated as EMBRYOLOGIST in CARE AND CURE HOSPITAL BHARUCH.
2. **Date Of Joining:** 11/05/2022.
3. **Transfer :** You will be posted in our Hospital located at Bharuch, Gujarat. However, you are liable to transfer from one shift to another shift, from one section to another or from vice-versa or to any associated/sister establishment at any time during your service.
4. **Monthly Gross Salary:** You will be paid a monthly Gross salary of Rs. [redacted] (Rupees In Words Only) per month. Pls refer Annexure – 1 for detailed salary structure.
5. **Disciplinary Action:** Management will not tolerate deliberate negligence or intentional unresponsive behavior. You are requested to perform your duties with work etiquettes, performance based and progress on your work productivity. In the event of gross violence and working against the interest and objectives of management/ hospital your service shall be terminated without any notice or payment in lieu thereof.
6. **Notice Period Clause**: If you resign from the job then Your Notice Period will be One Month.
7. **Bond Clause:** You will be Bound to agree and abide by all terms and conditions
   - Hospital is doing one year Bond with you from your date of joining.
   - Hospital will deduct the bond amount first four months from your date of joining and The amount of bond management will decide.
   - You will get your deducted amount after completion of one year from your date of joining.
   - Note - If you leave the organization before completion of one year in this case you are not eligible to get the deducted bond amount.

careandcurehospital.in careandcurebharuch@gmail.com Follow Us :
+91 7818 891 170, (02642) 264706 Station Road, Behind Rotary Club, Bharuch, Gujarat 392 001.

Training and Placement Cell
Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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4

MOTION PHYSIO

Dr. Alpesh J. Patel
(B.P.T, M.I.A.P.)
Reg. No. : L - 26065
GPC - 9879

Job Offer Letter

9/05/2023
Dr. Keshvi Padaliya

(PT) Motion Physio

D-FF-2, Nirman Complex ,
R.C. Technical
Road ,
Ghatlodiya,
Ahmedabad-
380061 Gujarat
,India

Dear Keshvi Padaliya ,

We are pleased to offer you the position of physiotherapist at Motion Physio .
We feel confident that you will contribute your skills and experience to the growth of our Organization.
As per the discussion, your starting date will be on 15/05/2023.

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

Sincerely,
Motion
Physio Dr.
Alpesh Patel
B.P.T

Home Advise

- Do The Exercises As Shown Regularly.
- Apply Hot Water Bag/Ice
- Do Not Massage
- Do Not Bend. Do Not Lift
- Do Not Sit Cross Leg. Do Not Squat
- Do Not Climb Stairs
- Sleep On Hard Surface
- Do Not Sit On The Floor
- For Any Exercise Always Have Guidance Of Your Physio/Doctor

- બતાવેલ કસરત નિયમિત કરવી.
- ગરમ પાણી/બરફનો શેક કરવો.
- માલિશ કરવી નહીં.
- કમરથી વાંકા વળવું નહીં - વજન ઊંચકવું નહીં.
- પલાઠી વાળી બેસવું નહીં - ઉભડક બેસવું નહીં.
- સીડી ચડ-ઉતર કરવી નહીં.
- કડક પથારીમાં સૂવું.
- નીચે બેસવું નહીં.
- કોઈપણ નવી કસરત કરતાં પહેલા ડોક્ટર/ફિઝીયોથેરાપીસ્ટની સલાહ અચૂક લેવી.

• Specialist in American Hands On Techniques

D-FF-2, Nirman Complex, R.C. Technical Road, Ghatlodia, Ahmedabad - 380061.
+91 8401670853
alpatel84@gmail.com

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah
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Date: 2024.10.10 10:45:46 +05'30'

Date:-25th june 2023
Dr.Nidhi P Panchal
New Naroda
Ahmedabad.

Offer of Employment

Dr.Nidhi

We are pleased to offer you a full-time position at Re-Life Physiotherapy Clinic Starting on 1st july 2023.The terms of employment have been mentioned below:

1. Salary and Designation
   - Designation:-Physiotherapist
   - Salary:-Rs.12,000 Per Month

2. Working Hours :- Monday to Saturday :- 10 am to 6 pm

3. General Conditions:-

Your job responsibility shall include the following:-

   - Clinical Documentation
   - Therapeutic & Rehabilitative treatment
   - Consultation & Advice to the patients

4. It is mandatory to obtain prior permission from the Head Physiotherapist for casual leave.
5. You shall carry out all the duties entrusted to you within your job profile & oblige to attend work –related emergencies if at all they surface.

6. You are entrusted to abide by the rules & regulations provided by GSCPT in terms of physiotherapy practice.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Training and Placement Cell

This appointment is made relying on the information and testimonials substantiated by you, False representation by you may lead to termination of your employment.

Dr. B. S. Rajput(Milan)
Physiotherapist
Reg No. GRC-12676

Dr.B.S.Rajput(Milan) Physiotherapist

Re-Life PhysiotherapyClinic

Head Physiotherapist (Proprietor)

Acceptance

I have read the above order and the employment conditions. The conditions are acceptable for me.

Date:- 25/08/2023

Name of Employee:- Dr. Nidhi Panchal

Signature:- Nidhi

Startup & Innovation University Bhayan Rathod Sanchitnagar

Ragin Ravindrabhai Shah

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

Training and Placement Cell

Date : 14th June 2023

Dr. Urvashi Shah

Gandhinagar

Gujarat.

Dr. Urvashi Shah

Offer of Employment

We are pleased to offer you a full time position at Shubham Hi-tech physiotherapy centre starting on 16th June 2023. The terms of employment have been mentioned below :

1. Salary and Designation
   - Designation : Physiotherapist
   - Salary : Rs. 10,000 Per Month
2. Working Hours : Monday to Saturday - 8:00 a.m. to 1:00 p.m. and 4:30 p.m. to 8:00 p.m.
3. General Conditions :

Your job responsibility shall include the following :

- Clinical documentation
- Therapeutic & Rehabilitative Treatment
- Consultation & Advice to the patients.

4. It is mandatory to obtain prior permission from the Head Physiotherapist for casual leave.
5. You shall carry out all the duties entrusted to you within your job profile & oblige to attend work related emergencies it at all they surface.
6. You are entrusted to abide by the rules & reputation provided by GSCPT in terms of physiotherapy Practice.

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

This appointment is made relying on the information and testimonials substainated by you, False representation by you may lead to termination of your employment.

Dr. Nishit Modi Physiotherapist

Dr. Nishit H. Modi
(B.P.T., M.I.A.P.)
Consultant Physiotherapist
Reg.No. L-32402

Shubham Hi-tech physiotherapy centre

Head physiotherapist (Proprietor)

Acceptance

I have read the above order and all the employment conditions. The conditions are acceptable for me.

Date: 14th June, 2023

Name of Employee: Dr. Urvashi shah

Signature:

Training and Placement Cell

Swaminarayan Startup & Innovation University
Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

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ESTD : 2001

મલ્ટી સ્પેશ્યાલીટી ક્લિનીક

REG. NO. H. 1379965

FIROZ'JI PHYSIOTHERAPY & FITNESS CLINIC

ફિરોઝ'જી ફિઝીયોથેરાપી એન્ડ ફીટનેસ ક્લિનીક

DR. FARHAN F. PIRZADA
(B.P.T., M.P.T. (USA), M.I.A.P)

DR. YASAR F. PIRZADA
(B.P.T., M.I.A.P)

℞

FIROZ'JI PHYSIOTHERAPY & FITNESS CLINIC
BR. 1 (JUHAPURA), FF-1, AYESHA COMPLEX,
BR. 2 (MAKARBA), L-1, ALBUROOJ COMPLEX,
BR. 3 (TP85), 6, AKIBAH HEIGHTS

Date : 23/8/23

To whom So Ever It May Concern

This is to certify that Dr. Sheikh Bushrabanu Naimuddin is working as a full time physiotherapist since 7th July 2023 from 10:00 Am to 6 PM. she is sincere about her work and dedication towards patient. Feel free to ask any query.

She is working @ Alburooj Branch, Juhapura

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

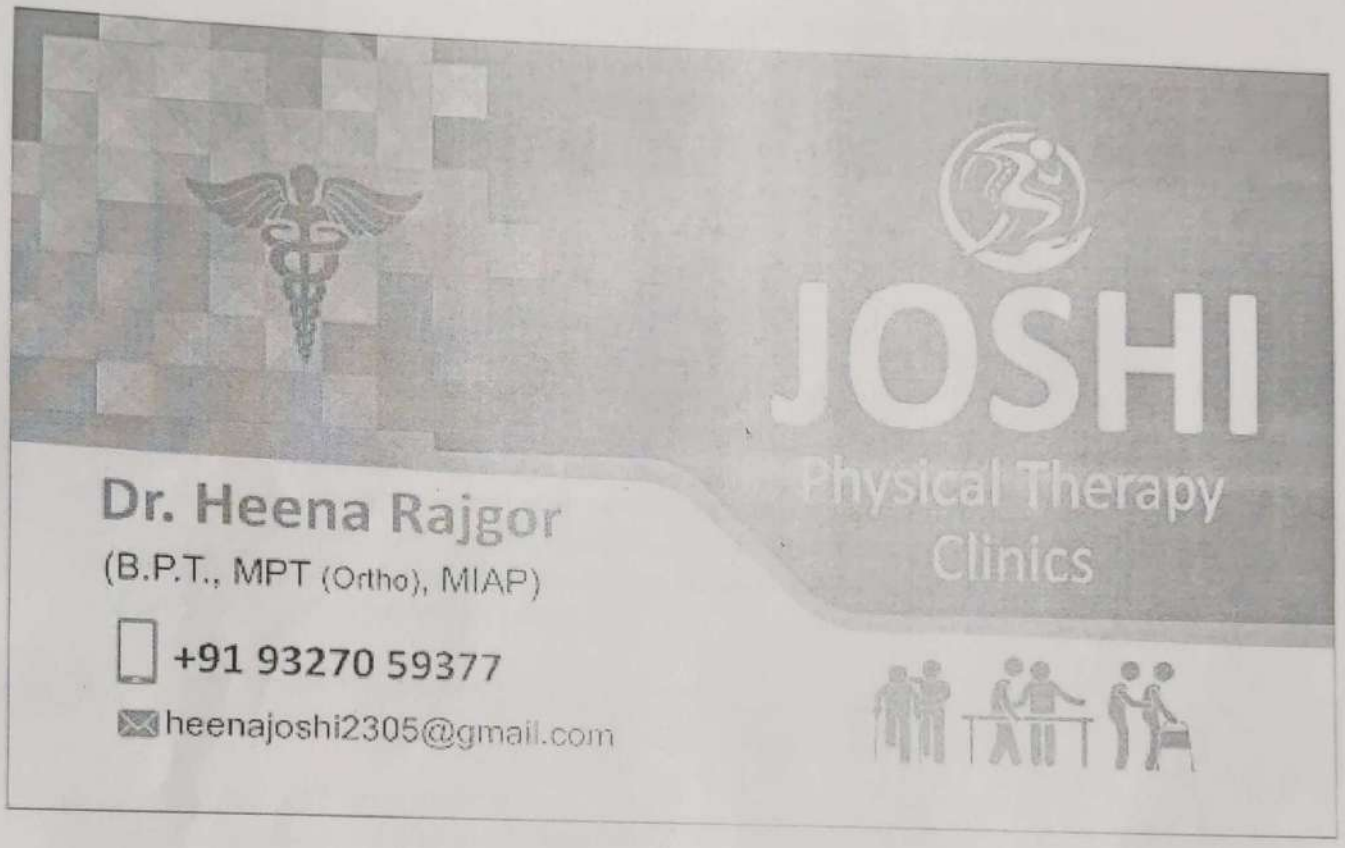
FILE NO: 42 TRAINING AND PLACEMENT

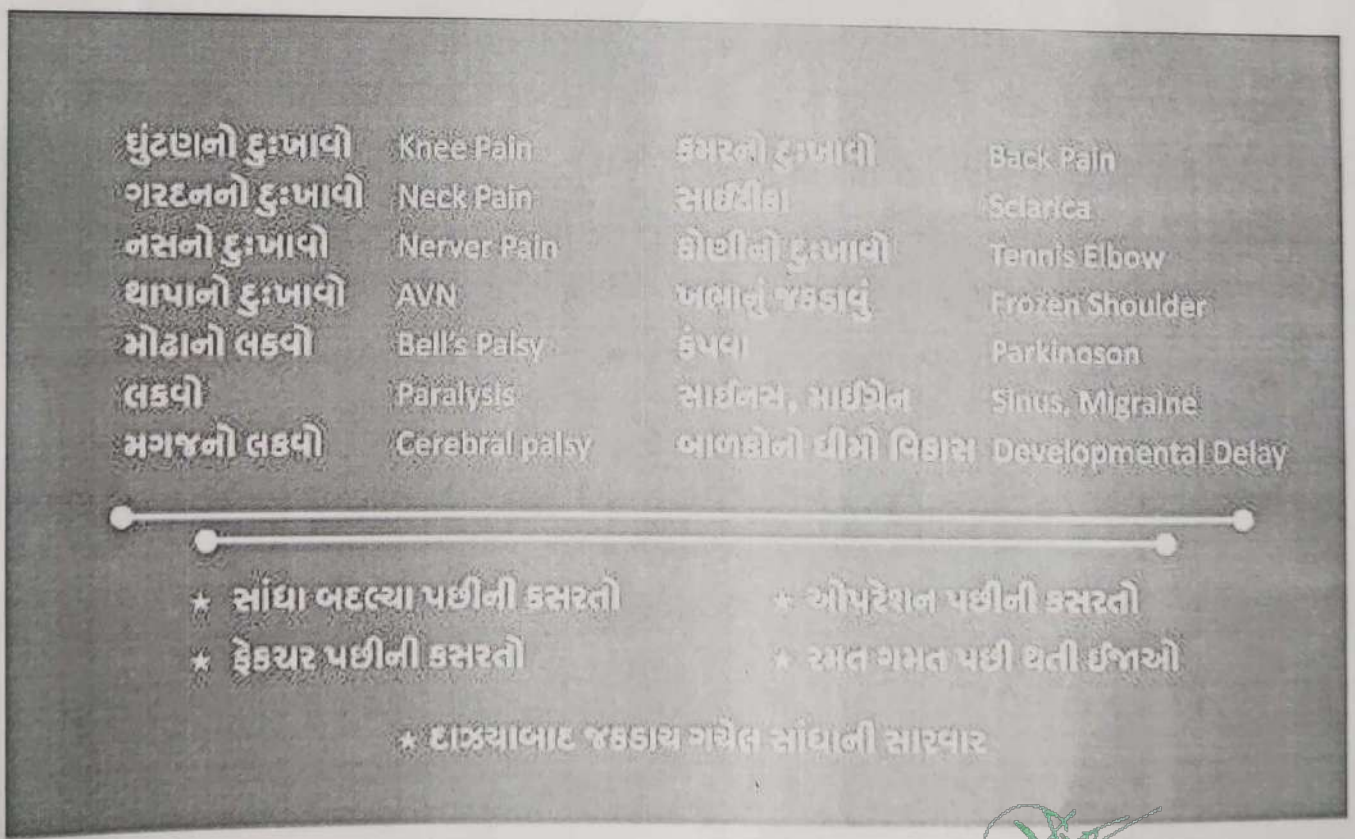
Sr No.	YEAR	TOTAL NO. OF STUDENTS	REMARK
1	2017-2021	34	
2	2018-2022	12	

Checked Ok,

Training and Placement Cell

Ragin Ravindrabhai Shah





Training and Placement Cell
Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar
Ragin Ravindrabhai Shah

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

Appointment Letter

Superset ID: 1220801

Dear Rana Meet Bhadreshkumar,

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

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

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

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

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

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

Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Upon joining Capgemini,

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

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

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

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

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

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

Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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ANNEXURE 1

Rana Meet Bhadreshkumar
Senior Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 6,00,000/- (Rupees Six Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Bhoyan Rathod, Gandhinagar

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Capgemini Technology Services India Limited
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IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220802

Dear Digvijay Gajendrasinh Zala,

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

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

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

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

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

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

Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

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

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

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

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

Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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ANNEXURE 1

Digvijay Gajendrasinh Zala
Senior Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 6,00,000/- (Rupees Six Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Bhoyan Rathod, Gandhinagar

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Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220803

Dear Deep Jagdishbhai Rao,

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

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

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

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

Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

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

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

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

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

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Deep Jagdishbhai Rao
Senior Analyst

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For & On Behalf of Capgemini

Tejinder Sethi
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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220804

Dear Desai Malhar Divyeshbhai,

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

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

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

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

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

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Desai Malhar Divyeshbhai
Senior Analyst

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For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220805

Dear Chauhan Sumitkumar Surendra,

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

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

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

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

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Chauhan Sumitkumar Surendra
Senior Analyst

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Tejinder Sethi
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www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220806

Dear Ashvinkumar Rajubhai Mistry,

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

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Training and Placement Cell

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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

Thanking you,
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For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell

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ANNEXURE 1

Ashvinkumar Rajubhai Mistry
Senior Analyst

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Head - Fresher Hiring

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Appointment Letter

Superset ID: 1220807

Dear Hadia Bhavesh Gordhanbhai,

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

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For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell

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ANNEXURE 1

Hadia Bhavesh Gordhanbhai
Senior Analyst

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Head - Fresher Hiring

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Appointment Letter

Superset ID: 1220808

Dear Malsattar Sanjaykumar Valji,

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

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Training and Placement Cell

Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

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

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

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

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

Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell

Swarnim Startup & Innovation University
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ANNEXURE 1

Malsattar Sanjaykumar Valji
Senior Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 6,00,000/- (Rupees Six Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Capgemini Technology Services India Limited
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Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220809

Dear Ashokkumar Mohanbhai Chauhan,

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

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

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Training and Placement Cell

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Bhoyan Rathod, Gandhinagar

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

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

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

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Ashokkumar Mohanbhai Chauhan
Senior Analyst

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 6,00,000/- (Rupees Six Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
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www.capgemini.com/in-en

Appointment Letter

Superset ID: 1220810

Dear Lakhani Kenaben Sanjaybhai,

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

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

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Training and Placement Cell

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

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

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

Tejinder Sethi
Head - Fresher Hiring

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Training and Placement Cell

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ANNEXURE 1

Lakhani Kenaben Sanjaybhai
Senior Analyst

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Appointment Letter

Superset ID: 1220811

Dear Parthik Maheshkumar Soni,

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

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For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

Parthik Maheshkumar Soni
Senior Analyst

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Merce Technologies Pvt Ltd
Unit No 301, Plot X-5/3, Technocity I.T Premises, TTC Industrial Area, Mahape, MIDC, Navi Mumbai 400710
T : +91 22 27781895/96/97 | E : info@merce.co | W : www.merce.co | CIN : U72200MH2000PTC124525

Letter of Appointment

Ashutosh Chandrabhan Upadhyay

18th January 2022

Appointment Letter\2223\210

Merce Technologies Pvt. Ltd. (**Merce)** is happy to offer you a position of System Quality Engineer in our organization. Your work location will be ***Navi Mumbai, Maharashtra, India***. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 21st February 2022.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

Terms of employment

Probation Period

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

Working hours

Merce maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Termination of services

During probation: During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 day's notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

On confirmation: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

Non-compete clause

Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.

Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you whenposted at client site.

Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorize a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Unauthorized access to resources

You will be expected to access only those resources that you have been authorized to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organization, you are expected to make the details known to a senior member of the client organization, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address security-holes@merce.co is designated to receive security vulnerability reports.

Leave

You will be entitled to privilege leave on completing every month of service.

Documents to be submitted

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- A recent salary slip from your last place of employment if you were employed earlier
- Relieving letter from your immediate previous employer and previous to last company

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Merce Technologies Pvt Ltd
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T : +91 22 27781895/96/97 | E : info@merce.co | W : www.merce.co | CIN : U72200MH2000PTC124525

- Aadhar Card
- Pan Card
- One Cancelled cheque and Bank pass-book front page photo-copy

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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A warm welcome

We are certain that you will find **Merce** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Merce** team.

* * * * * *

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Ashutosh Chandrabhan Upadhyay

Date

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Annexure 1 Salary Details

Ashutosh Chandrabhan Upadhyay	**Amount in rupees**		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	**CTC Breakup (Annual)**	**CTC Breakup (monthly)**	**Annual Component**
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	

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Additional Benefit

1. **Insurance coverage**
   - Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
   - Personal accident insurance for self for Rs.500,000

2. **Gratuity** is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

Terms & Conditions

1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-ratabasis.

2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on31 March of the financial year.

3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.

4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Letter of Appointment

Prajapati Dhaval Manubhai

18th January 2022

Appointment Letter\2223\211

Merce Technologies Pvt. Ltd. (**Merce)** is happy to offer you a position of System Quality Engineer in our organization. Your work location will be ***Navi Mumbai, Maharashtra, India***. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 21st February 2022.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

Terms of employment

Probation Period

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

Working hours

Merce maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

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Training and Placement Cell

Termination of services

During probation: During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 day's notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

On confirmation: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

Non-compete clause

Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.

Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

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Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you whenposted at client site.

Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorize a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.

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Ragin Ravindrabhai Shah

Training and Placement Cell

Unauthorized access to resources

You will be expected to access only those resources that you have been authorized to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organization, you are expected to make the details known to a senior member of the client organization, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address security-holes@merce.co is designated to receive security vulnerability reports.

Leave

You will be entitled to privilege leave on completing every month of service.

Documents to be submitted

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
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In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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* * * * * *

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Prajapati Dhaval Manubhai

Date

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Annexure 1 Salary Details

Prajapati Dhaval Manubhai	**Amount in rupees**		
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For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
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Letter of Appointment

Panktiben Pareshkumar Doshi

18th January 2022

Appointment Letter\2223\212

Merce Technologies Pvt. Ltd. (**Merce)** is happy to offer you a position of System Quality Engineer in our organization. Your work location will be ***Navi Mumbai, Maharashtra, India***. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 21st February 2022.

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Terms of employment

Probation Period

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Termination of services

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Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

Obligations, if approached by a competitor

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Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.

Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

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Training and Placement Cell

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- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- A recent salary slip from your last place of employment if you were employed earlier
- Relieving letter from your immediate previous employer and previous to last company

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Merce Technologies Pvt Ltd
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T : +91 22 27781895/96/97 | E : info@merce.co | W : www.merce.co | CIN : U72200MH2000PTC124525

- Aadhar Card
- Pan Card
- One Cancelled cheque and Bank pass-book front page photo-copy

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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A warm welcome

We are certain that you will find **Merce** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Merce** team.

* * * * * *

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Panktiben Pareshkumar Doshi

Date

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Annexure 1 Salary Details

Panktiben Pareshkumar Doshi	**Amount in rupees**		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	**CTC Breakup (Annual)**	**CTC Breakup (monthly)**	**Annual Component**
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	

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Additional Benefit

1. **Insurance coverage**
   - Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
   - Personal accident insurance for self for Rs.500,000

2. **Gratuity** is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

Terms & Conditions

1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-ratabasis.

2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on31 March of the financial year.

3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.

4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Letter of Appointment

Nayak Pratikkumar Harshadkumar

18th January 2022

Appointment Letter\2223\213

Merce Technologies Pvt. Ltd. (**Merce)** is happy to offer you a position of System Quality Engineer in our organization. Your work location will be ***Navi Mumbai, Maharashtra, India***. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 21st February 2022.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

Terms of employment

Probation Period

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

Working hours

Merce maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

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Training and Placement Cell

Termination of services

During probation: During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 day's notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

On confirmation: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

Non-compete clause

Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.

Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

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Ragin Ravindrabhai Shah

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Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you whenposted at client site.

Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorize a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.

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Ragin Ravindrabhai Shah

Training and Placement Cell

Unauthorized access to resources

You will be expected to access only those resources that you have been authorized to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organization, you are expected to make the details known to a senior member of the client organization, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address security-holes@merce.co is designated to receive security vulnerability reports.

Leave

You will be entitled to privilege leave on completing every month of service.

Documents to be submitted

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- A recent salary slip from your last place of employment if you were employed earlier
- Relieving letter from your immediate previous employer and previous to last company

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- Pan Card
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In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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* * * * * *

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Nayak Pratikkumar Harshadkumar

Date

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Annexure 1 Salary Details

Nayak Pratikkumar Harshadkumar	**Amount in rupees**		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	**CTC Breakup (Annual)**	**CTC Breakup (monthly)**	**Annual Component**
Basic Salary	2,00,000	16,667	
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Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
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Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	

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Additional Benefit

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   - Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
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Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

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Letter of Appointment

Ahir Laljibhai Mepabhai

18th January 2022

Appointment Letter\2223\214

Merce Technologies Pvt. Ltd. (**Merce)** is happy to offer you a position of System Quality Engineer in our organization. Your work location will be ***Navi Mumbai, Maharashtra, India***. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 21st February 2022.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

Terms of employment

Probation Period

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

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You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Termination of services

During probation: During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 day's notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

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You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

Non-compete clause

Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.

Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

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Training and Placement Cell

Intellectual property ownership

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This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.

Swarnim Startup & Innovation University
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The email address security-holes@merce.co is designated to receive security vulnerability reports.

Leave

You will be entitled to privilege leave on completing every month of service.

Documents to be submitted

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

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- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- A recent salary slip from your last place of employment if you were employed earlier
- Relieving letter from your immediate previous employer and previous to last company

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Merce Technologies Pvt Ltd
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T : +91 22 27781895/96/97 | E : info@merce.co | W : www.merce.co | CIN : U72200MH2000PTC124525

- Aadhar Card
- Pan Card
- One Cancelled cheque and Bank pass-book front page photo-copy

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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A warm welcome

We are certain that you will find **Merce** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Merce** team.

* * * * * *

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Ahir Laljibhai Mepabhai

Date

Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Annexure 1 Salary Details

Ahir Laljibhai Mepabhai	**Amount in rupees**		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	**CTC Breakup (Annual)**	**CTC Breakup (monthly)**	**Annual Component**
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	

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Training and Placement Cell

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Additional Benefit

1. **Insurance coverage**
   - Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
   - Personal accident insurance for self for Rs.500,000

2. **Gratuity** is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

Terms & Conditions

1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-ratabasis.

2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on31 March of the financial year.

3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.

4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Letter of Appointment

Banavali Riteshkumar Sureshkumar

18th January 2022

Appointment Letter\2223\215

Merce Technologies Pvt. Ltd. (**Merce)** is happy to offer you a position of System Quality Engineer in our organization. Your work location will be ***Navi Mumbai, Maharashtra, India***. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 21st February 2022.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

Terms of employment

Probation Period

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

Working hours

Merce maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

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Training and Placement Cell

Termination of services

During probation: During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 day's notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

On confirmation: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

Non-compete clause

Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.

Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you whenposted at client site.

Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorize a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Unauthorized access to resources

You will be expected to access only those resources that you have been authorized to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organization, you are expected to make the details known to a senior member of the client organization, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address security-holes@merce.co is designated to receive security vulnerability reports.

Leave

You will be entitled to privilege leave on completing every month of service.

Documents to be submitted

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- A recent salary slip from your last place of employment if you were employed earlier
- Relieving letter from your immediate previous employer and previous to last company

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Bhoyan Rathod, Gandhinagar

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- Aadhar Card
- Pan Card
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In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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A warm welcome

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* * * * * *

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Banavali Riteshkumar Sureshkumar

Date

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Annexure 1 Salary Details

Banavali Riteshkumar Sureshkumar	**Amount in rupees**		
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Salary Structure	**CTC Breakup (Annual)**	**CTC Breakup (monthly)**	**Annual Component**
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V P – Operations

Rimpa Adhikary
HR Executive

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Letter of Appointment

Vasara Bharat Bhimabhai

18th January 2022

Appointment Letter\2223\216

Merce Technologies Pvt. Ltd. (**Merce)** is happy to offer you a position of System Quality Engineer in our organization. Your work location will be ***Navi Mumbai, Maharashtra, India***. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 21st February 2022.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

Terms of employment

Probation Period

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Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Termination of services

During probation: During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

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Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.

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This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

Actions appropriate for business use

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The email address security-holes@merce.co is designated to receive security vulnerability reports.

Leave

You will be entitled to privilege leave on completing every month of service.

Documents to be submitted

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- A recent salary slip from your last place of employment if you were employed earlier
- Relieving letter from your immediate previous employer and previous to last company

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Merce Technologies Pvt Ltd
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T : +91 22 27781895/96/97 | E : info@merce.co | W : www.merce.co | CIN : U72200MH2000PTC124525

- Aadhar Card
- Pan Card
- One Cancelled cheque and Bank pass-book front page photo-copy

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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A warm welcome

We are certain that you will find **Merce** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Merce** team.

* * * * * *

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Vasara Bharat Bhimabhai

Date

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Annexure 1 Salary Details

Vasara Bharat Bhimabhai	**Amount in rupees**		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	**CTC Breakup (Annual)**	**CTC Breakup (monthly)**	**Annual Component**
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	

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Ragin Ravindrabhai Shah

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Additional Benefit

1. **Insurance coverage**
   - Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
   - Personal accident insurance for self for Rs.500,000

2. **Gratuity** is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

Terms & Conditions

1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-ratabasis.

2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on31 March of the financial year.

3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.

4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Letter of Appointment

Jain Mitul Vinod

18th January 2022

Appointment Letter\2223\217

Merce Technologies Pvt. Ltd. (**Merce)** is happy to offer you a position of System Quality Engineer in our organization. Your work location will be ***Navi Mumbai, Maharashtra, India***. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 21st February 2022.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

Terms of employment

Probation Period

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

Working hours

Merce maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

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Ragin Ravindrabhai Shah

Training and Placement Cell

Termination of services

During probation: During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 day's notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

On confirmation: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

Non-compete clause

Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.

Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Training and Placement Cell

Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you whenposted at client site.

Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorize a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.

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Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Unauthorized access to resources

You will be expected to access only those resources that you have been authorized to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organization, you are expected to make the details known to a senior member of the client organization, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address security-holes@merce.co is designated to receive security vulnerability reports.

Leave

You will be entitled to privilege leave on completing every month of service.

Documents to be submitted

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- A recent salary slip from your last place of employment if you were employed earlier
- Relieving letter from your immediate previous employer and previous to last company

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- Pan Card
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In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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A warm welcome

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* * * * * *

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Jain Mitul Vinod

Date

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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Annexure 1 Salary Details

Jain Mitul Vinod	**Amount in rupees**		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	**CTC Breakup (Annual)**	**CTC Breakup (monthly)**	**Annual Component**
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
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Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	

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Additional Benefit

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2. **Gratuity** is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

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For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

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HR Executive

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Letter of Appointment

Nehal Dhiren Ajmera

18th January 2022

Appointment Letter\2223\218

Merce Technologies Pvt. Ltd. (**Merce)** is happy to offer you a position of System Quality Engineer in our organization. Your work location will be ***Navi Mumbai, Maharashtra, India***. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 21st February 2022.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

Terms of employment

Probation Period

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

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Merce maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Termination of services

During probation: During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 day's notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

On confirmation: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

Non-compete clause

Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.

Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

Swarnim Startup & Innovation University
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Training and Placement Cell

Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you whenposted at client site.

Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorize a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

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Training and Placement Cell

Unauthorized access to resources

You will be expected to access only those resources that you have been authorized to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organization, you are expected to make the details known to a senior member of the client organization, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address security-holes@merce.co is designated to receive security vulnerability reports.

Leave

You will be entitled to privilege leave on completing every month of service.

Documents to be submitted

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

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- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- A recent salary slip from your last place of employment if you were employed earlier
- Relieving letter from your immediate previous employer and previous to last company

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Merce Technologies Pvt Ltd
Unit No 301, Plot X-5/3, Technocity I.T Premises, TTC Industrial Area, Mahape, MIDC, Navi Mumbai 400710
T : +91 22 27781895/96/97 | E : info@merce.co | W : www.merce.co | CIN : U72200MH2000PTC124525

- Aadhar Card
- Pan Card
- One Cancelled cheque and Bank pass-book front page photo-copy

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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DN: c=IN, o=Personal, title=4505, pseudonym=02aef9fdb11454265bb44d53ee0d1fcce, 2.5.4.20=5d48744d45a02b76d8f9e3beeaf63b5e9f5408942de4f9537c58eeb407951453, postalCode=380015, st=Gujarat, serialNumber=0f2600a2fa7730f4ae82dc5aebe10f5cf716d3c4174152ca365cbb7407b666b44d0, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Training and Placement Cell

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A warm welcome

We are certain that you will find **Merce** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Merce** team.

* * * * * *

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Nehal Dhiren Ajmera

Date

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Training and Placement Cell

MERCE
LET'S BUILD
Merce Technologies Pvt Ltd
Unit No 301, Plot X-5/3, Technocity I.T Premises, TTC Industrial Area, Mahape, MIDC, Navi Mumbai 400710
T : +91 22 27781895/96/97 | E : info@merce.co | W : www.merce.co | CIN : U72200MH2000PTC124525

Annexure 1 Salary Details

Nehal Dhiren Ajmera	**Amount in rupees**		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	**CTC Breakup (Annual)**	**CTC Breakup (monthly)**	**Annual Component**
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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

Training and Placement Cell

MERCE
LET'S BUILD

Merce Technologies Pvt Ltd
Unit No 301, Plot X-5/3, Technocity I.T Premises, TTC Industrial Area, Mahape, MIDC, Navi Mumbai 400710
T : +91 22 27781895/96/97 | E : info@merce.co | W : www.merce.co | CIN : U72200MH2000PTC124525

Additional Benefit

1. **Insurance coverage**
   - Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
   - Personal accident insurance for self for Rs.500,000

2. **Gratuity** is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

Terms & Conditions

1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-ratabasis.

2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on31 March of the financial year.

3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.

4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh
V P – Operations

Rimpa Adhikary
HR Executive

Swarnim Startup & Innovation University
Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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DN: c=IN, o=Personal, title=4505, pseudonym=02aef9fdb114542e5bb44d53ee0d1fcce, 2.5.4.20=5d48744d45a02b76d89e3beeaf63b5e9f5408942de4f9537c58eeb407951453, postalCode=380015, st=Gujarat, serialNumber=0f2600a2fa7730fdae82dc5aebe10f5cf716d3c4174152ca365cb67407d66b44d0, cn=Ragin Ravindrabhai Shah
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Training and Placement Cell

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ID 9105029428

Dated: 06-01-2022

To,
Parikh Parth Samir
Swarrnim Startup & Innovation
University,

Dear Parth,

Congratulations! We are delighted to make you an offer as **System Engineer** at our Bangalore office. Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.05.2022.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

Swarrnim Startup & Innovation University, Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected Joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

Other Terms and Conditions

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please send us a duly signed duplicate copies of the letter and all the accompanying annexures.

We welcome you to the Technoforte family and wish you a rewarding career over the years to come.

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Signature: Date:

_____

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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Total Remuneration Work Sheet

Name : **Parikh Parth Samir**

Position : **System Engineer**

Date Of Joining : **01.05.2022**

Location : **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	Annual
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

Technoforte Software Pvt. Ltd

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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ID 9105029428

Dated: 06-01-2022

To,
Mansinh Jadav
Swarrnim Startup & Innovation
University,

Dear Mansinh,

Congratulations! We are delighted to make you an offer as **System Engineer** at our Bangalore office. Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.05.2022.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected Joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

Other Terms and Conditions

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please send us a duly signed duplicate copies of the letter and all the accompanying annexures.

We welcome you to the Technoforte family and wish you a rewarding career over the years to come.

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Signature: Date:

_____

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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Total Remuneration Work Sheet

Name : **Mansinh Jadav**

Position : **System Engineer**

Date Of Joining : **01.05.2022**

Location : **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	Annual
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

Technoforte Software Pvt. Ltd

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

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www.tuv.com
ID 9105029428

Dated: 06-01-2022

To,
Rathod Bipinbhai Laxmanbhai
Swarrnim Startup & Innovation
University,

Dear Bipin,

Congratulations! We are delighted to make you an offer as **System Engineer** at our Bangalore office. Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **01.05.2022.**

Probation and Confirmation

You will be on probation for a period of 6 months from the date of your appointment. Upon completion of this period, based on a confirmation recommendation report, your services will be confirmed as a permanent employee.

Leave

You are entitled to 22 days of Leave in a Financial Year.

Compensation and Benefits

Your Total CTC will be **INR 360004/- per annum.** The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I

Notice Period

Termination of employment by either party shall be 90 days' notice period. You shall be relieved from the organization only on serving the 90 days' notice period. The notice period may not be offset by unused leave. However, the organization holds the right to relieve an employee before completion of the 90 days' notice period due to whatever reasons, in which case the employee has to buy out the un-served notice period days on a pro-rata basis equivalent to the employee's monthly gross salary. The final decision making of relieving lies with Head-HR.

During employment, at any point of time under certain circumstances the company shall have the right to terminate your appointment by giving 90 days' notice or salary in lieu of the same period. In such case, salary would include only monthly Basic plus HRA.

If your actions at any time constitute a serious breach of Technoforte's standards of behavior or there are any specific observations related to your work which are escalated then Technoforte may end this contract and terminate your employment immediately without any compensation.

Swarrnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected Joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

Other Terms and Conditions

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please send us a duly signed duplicate copies of the letter and all the accompanying annexures.

We welcome you to the Technoforte family and wish you a rewarding career over the years to come.

Yours Sincerely,

Priti Sharma
Head – HR Department

DECLARATION

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Signature: Date:

_____

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

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ID 9105029428

Total Remuneration Work Sheet

Name : **Rathod Bipinbhai Laxmanbhai**

Position : **System Engineer**

Date Of Joining : **01.05.2022**

Location : **Bangalore**

Your Compensation and Benefits package

(All Figures in Rupees)

	Monthly	Annual
Basic	15000	180000
HRA	4363	52356
Conveyance	3818	45812
Variable Allowance	2384	28608
Medical Allowance	1704	20452
Gross	**27269**	**327228**
Company Contribution of PF	1898	22776
Loyalty Allowance		10000
Total Cost to Company		**360004**

You are also entitled to the following additional benefits:
*Round the clock Personal Accident Insurance coverage of Rs.5,00,000 per annum
*Gratuity, on separation after 05 years of continuous service, payable as per Payment of Gratuity Act

* Group Medical Insurance coverage of Rs.1,00,000 per annum for employee, spouse & 02 children

Technoforte Software Pvt. Ltd

Swarnim Startup & Innovation University Bhoyan Rathod, Gandhinagar

Ragin Ravindrabhai Shah

Training and Placement Cell

TEACHNOOK

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

OL No: TN810

15 December 2022

Dear **Chaudhari Vivekkumar Dahyabhai**

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Training Date: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives: INR **10000**

Target: **220000** INR per month.

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

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2022.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

Swarnim Startup & Innovation University Bhoyan Rathod Gandhinagar

Digitally signed by Ragin Ravindrabhai Shah
DN: C=IN, o=Personal, title=4505, pseudonym=02aef9fdb11454e5bb44...
Date: 2024.10.10 10:45:46 +05'30'

Ragin Ravindrabhai Shah

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

Training Policy

▪ By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
▪ You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
▪ During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
▪ At any time if you wish to discontinue the training due to personal reasons, you will have to pay compensation equal to 1 month stipend or 1 month notice period.
▪ All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
▪ Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
▪ You will follow all policies and practices of our business.
▪ The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
▪ Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE:_____
(Candidate's Signature)

DATE:_____

Training and Placement Cell

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

ANNEXURE

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

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving License Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSCCode.
- Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you arefully vaccinated).

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

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

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

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

TEACHNOOK

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

OL No: TN811

15 December 2022

Dear **Gajjar Pragnesh Maneklal**

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Training Date: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives: INR **10000**

Target: **220000** INR per month.

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

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2022.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

Ragin Ravindrabhai Shah

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

Training Policy

▪ By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
▪ You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
▪ During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
▪ At any time if you wish to discontinue the training due to personal reasons, you will have to pay compensation equal to 1 month stipend or 1 month notice period.
▪ All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
▪ Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
▪ You will follow all policies and practices of our business.
▪ The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
▪ Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE:_____
(Candidate's Signature)

DATE:_____

Training and Placement Cell

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

ANNEXURE

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

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving License Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSCCode.
- Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you arefully vaccinated).

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

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

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

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

TEACHNOOK

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

OL No: TN813

15 December 2022

Dear **Lokeshwaraj Singh Rao**

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Training Date: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives: INR **10000**

Target: **220000** INR per month.

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

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2022.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

Swarnim Startup & Innovation University, Bhoyan Rathod Gandhinagar

Ragin Ravindrabhai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: C=IN, o=Personal, title=4505, pseudonym=02aef9fdb11454265bb44..., serialNumber=..., cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

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

Training Policy

▪ By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
▪ You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
▪ During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
▪ At any time if you wish to discontinue the training due to personal reasons, you will have to pay compensation equal to 1 month stipend or 1 month notice period.
▪ All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
▪ Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
▪ You will follow all policies and practices of our business.
▪ The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
▪ Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

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

SIGNATURE:_____
(Candidate's Signature)

DATE:_____

Training and Placement Cell

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

ANNEXURE

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

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving License Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSCCode.
- Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you arefully vaccinated).

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Training and Placement Cell

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TEACHNOOK

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

OL No: TN814

15 December 2022

Dear **Patel Jigneshkumar Himmatlal**

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

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

The following confirms our arrangements regarding your employment with TEACHNOOK:

Training Date: **21 January 2022 to 30 January 2022**

OJT Start Date: **31 January 2022**

OJT End Date: **30 July 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per Month

Incentives: INR **10000**

Target: **220000** INR per month.

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

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2022.**

SIGNATURE:_____ DATE:_____

(Candidate's Signature)

Training and Placement Cell

Ragin Ravindrabhai Shah

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

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